

# **DOL, AREA II SUPPORT ACTIVITY**



**EXTERNAL SOP**

**JANUARY 2007**

# **PCB, Area II Support Activity**

## **OPERATING HOURS**

MON TUE- WED & FRI	0800-1130 & 1300-1645
THU	1300-1645

- \* THURSDAY MORNING CLOSED FOR TRAINING.
- \* AMERICAN HOLIDAYS CLOSED.
- \* KOREAN HOLIDAYS CLOSED FOR NORMAL BUSINESS.  
MINIMAL STAFFING FOR OUT-PROCESSING AND DROPPING  
OFF DOCUMENTS ONLY.

## **TELEPHONE NUMBERS**

PCB CHIEF	723-3949
8TH U.S. ARMY PBO	723-7956
AREA II SUPPORT ACTIVITY SA PBO	723-8451
PCB NCOIC	723-7939
PROPERTY BOOK NCO	723-7900
KN SUPERVISOR	723-7921
ACCOUNTING TECH	723-6142
PR&C TECH	723-8011
8TH U.S. ARMY ORGANIZATION	723-7999
AREA II SA ORGANIZATION TECH	723-6602
AREA II SA INSTALLATION TECH	723-8003
PCB WAREHOUSE SUPERVISOR	723-3541
CONTRACT MAINTENANCE	723-3541
WAREHOUSE FOREMAN	723-8735/8733
PCB FAX	723-7955



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, AREA II, SUPPORT ACTIVITY  
UNIT 15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF

IMKO-AB-LG-PCB

8 JAN 2007

MEMORANDUM FOR Supported Customers and Hand Receipt Holders of Property Control Branch, Area II Support Activity

SUBJECT: External SOP (#013)

1. This SOP provides information and guidance in obtaining logistical support from the Property Control Branch (PCB). Care has been taken to provide the customer with a "user friendly" guide to obtaining this support.
2. This SOP is intended to provide information that is standard and repetitive in the day-to-day PCB operations. Additional regulations are available upon request to assist units/activities with requirements not addressed in this SOP. This SOP is also available under the Property Book Office section on the AREA II SA intranet at the following Website:  
  
<http://area2.korea.army.mil/sites/management/logistics.asp>
3. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Area II Support Activity, PSC 303 BX 48, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333.
4. POC's are Mr. Padgett @ 723-3949, Mr. Peña @ 723-7956, Mr. Kang @ 723-8451, SFC Stevens @ 723-7939, and Ms. So @ 723-7921.

  
EUNJU L. GROHMANN  
GS-14  
Director of Logistics

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## **SECTION I**

### **GENERAL**

#### **1-1 Purpose**

To establish uniform procedures for obtaining logistical support from Area II Support Activity, Property Control Branch (PCB).

#### **1-2 Scope**

This SOP applies to all Hand Receipt Holders (HRHs), Commanders, Activity Chiefs, and customers supported by PCB.

#### **1-3 Mission**

The Property Control Branch, Area II Support Activity, controls, directs, and establishes procedures in support of: Organizational Equipment and Supplies for United Nation Command, Combined Forces Command, United States Forces Korea, Eighth U.S. Army, IMCOM-K, Area II Support Activity, and 23 other Area II MTOE/TDA property books. Also provide Installation type property (authorized by CTA 50-909) support.

#### **1-4 References**

This SOP states the detailed policies and procedures of the PCB. The intended purpose of this SOP is not to duplicate information provided in regulations. See appendix 5 for reference publications.

#### **1-5 Responsibilities**

a. The Property Book Officer (PBO) will:

(1) Establish and maintain property books IAW AR 710-2, DA Pam 710-2-1 and Eighth U.S. Army Supplements.

(2) Establish and maintain hand receipts for Organizational and Installation Property.

(3) Provide assistance and technical guidance in the establishment and maintenance of hand receipts/subhand receipts to the PHRH.

(4) Provide information on unit equipment authorization and on hand balances for unit status reporting (USR) purposes.

(5) Reconcile the authorized allowances on the Property Book with the authorized allowances from the Theater Army Authorization Document System - Redesign (TAADS-R).

(6) Provide to the Primary Hand Receipt Holder (PHRH), inventory lists and instructions on the proper procedures for conducting inventories.

(7) Ensure that hand receipts with applicable shortage annexes are updated at least every six months and that inventories are conducted and recorded as required.

(8) Ensure that priority designators are assigned in an appropriate manner.

(9) Maintain DA Form 1687 (Notice of Delegation of Authority) for all individuals authorized to request and/or receive supplies.

(10) Maintain appropriate controls to ensure that the issue and turn-in of supplies are properly coordinated.

(11) Maintain Document Registers and Supporting Document Files.

(12) Maintain an audit trail of property accountability.

(13) Complete monthly reconciliation with the Supply Support Activity (SSA), to ensure that equipment and/or supplies requested by customers are on order.

(14) Monitor excess property on hand receipts.

(15) Provide technical assistance to the customer as required/requested.

(16) Administer Blanket Purchase Agreements and Service Contracts as required.

(17) Ensure proper funding from customers is available prior to submitting requisitions to the Supply Support Activity(SSA) or U.S. Army Contracting Command-Korea (USACCK).

(18) Determine which customers are fully supported and non supported.

b. Commanders/Activity Chiefs will:

(1) Appoint, in writing, an individual as the unit/section PHRH in accordance with AR 710-2 and DA PAM 710-2-1 (see figure 1-1).

(2) Ensure joint inventories are completed between incoming and outgoing appointed PHRHs. If this is not possible pending arrival of a replacement, the PHRH will coordinate with the appointing authority to find a replacement within the organization to sign for equipment in the interim.

(3) Ensure each responsible PHRH is properly cleared, by the PCB, prior to his/her departure from the unit/activity.

(4) When a PHRH is going to be absent (leave, TDY, etc.) preventing him/her from conducting a scheduled inventory; such as the 10% monthly, Semi-annual, Monthly Sensitive Items, and Quarterly Controlled Cryptographic Items (CCI), the appointing

authority will designate an individual to perform these inventories, as soon as possible, by memorandum to PCB.

(5) When a PHRH will be absent for more than thirty (30) days, another responsible individual will be appointed PHRH. A joint change of custody 100% inventory must be conducted and transfer of property accountability is required. If a joint inventory can not be accomplished, follow the procedures in the above paragraph 1-5b (4).

(6) Maintain Command responsibility for property issued to the PHRH upon departure of the PHRH without proper change over of responsibility, and be responsible for any property issued to the PHRH should the PHRH be absent in excess of thirty (30) days.

(7) Ensure that the PCB is contacted when assistance is required in respect to supply procedures.

(8) Ensure that each appointed PHRH is knowledgeable in supply accountability procedures as described in AR 710-2, DA Pam 710-2-1 and AR 735-5.

(9) Ensure that each PHRH has an Impact Credit Card available for use in his/her section.

c. PHRH will:

(1) Be directly responsible for the care, use, maintenance, and safekeeping of all property entrusted to his/her custody (Command Policy # 4-3).

(2) Conduct a physical inventory of each item on the Hand Receipt (HR) prior to signing the hand receipt and assuming responsibility of the property.

(3) Ensure that components of end items are properly accounted for IAW DA Pam 710-2-1.

(4) Change of Commanding Officer/PHRH inventories will be executed IAW DA Pam 710-2-1 and as follows:

(a) Submit a copy of the PHRH duty appointment memorandum (Figure 1-1), signed by the Appointing Authority, to the PCB.

(b) Prior to the commencement of the PHRHs joint inventory, make an appointment to update any changes and/or adjustments to the HR. At that time all transactions will be postponed until the 100% inventory is completed and the updated HR is signed by the new PHRH.

(c) Submit a new Notice of Delegation of Authority DA Form 1687 (Signature Card) (Figure 1-3), if the new PHRH chooses to delegate his/her authority to request, receive, turn-in, and/or sign documentation on his/her behalf.

(5) Be knowledgeable in supply accountability procedures as described in AR 710-2, DA Pam 710-2-1 and AR 735-5.

(6) Subhand receipt all property on his/her HR to the subordinate/user level IAW AR 710-2 and DA Pam 710-2-1.

(7) Initiate documentation within 15 days of discovery for all lost, damaged, or destroyed property (Financial Liability Investigation of Property Loss, Cash Collection Voucher and Statement of Charges) IAW AR 735-5 and 8TH U.S. ARMY Suppl to AR 735-5.

(8) Initiate a memorandum to PCB for an Administrative Adjustment Report (AAR) DA Form 4949 for any item requiring an adjustment IAW DA Pam 710-2-1, para 4-19.

(9) Ensure that all required inventories are properly completed and the results submitted to PCB, by the established suspense date, IAW AR 710-2 and DA Pam 710-2-1.

(10) Ensure all property temporarily loaned is properly accounted for by the Temporary Loan Officer (TLO) IAW DA Pam 710-2-1.

(11) Ensure funds are available prior to submitting any requisitions including, normal supply/equipment/furniture requests, Impact Credit Card Purchases of non-expendable items and/or procurements via contracts.

(12) Ensure that all requests for supplies are fully justified according to MTOE /TDA/CTA or any other authorization publication/documentation.

(13) Ensure that all authorized equipment/supplies are on hand or on valid requisition.

(14) Ensure that all excess/unserviceable property is turned in within 10 days of the effective date of the authorization document.

(15) Ensure that proper coordination is made prior to turning-in or receiving property from PCB.

(16) **Ensure that subhand receipt holders personally and properly clear their Hand Receipts prior to change of duty station, ETS or retirement.**

(17) Contact the PCB when assistance is needed or required.

## **SECTION II**

### **PRINCIPLES**

#### **2-1 Hours of Operation**

The PCB will conduct business Monday thru Friday, 0800-1645 hours, except Thursday. Hours of operation are 1300-1645 on Thursdays. In addition the following exceptions are in place. PCB will close in observance of all American Holidays. PCB will also be closed on Korean Holidays, however, dropping off documentation will be accepted and out-processing personnel will be able to clear. PCB is closed for lunch from 1130-1300 hours daily unless a high priority request needs to be processed.

#### **2-2 Third Party Individuals**

It is the policy of PCB to work with the PHRH and his/her delegated representative(s). Third party individuals are those that are neither PHRH's nor delegated representatives.

#### **2-3 Full Service Customers**

The PBO will determine which customers will be designated as fully service customers. Generally, those PHRH's who do not have organic transportation and/or a 92Y Supply SGT in their section will be considered full service customers. Each customer is handled on a case-by-case basis. (See Figure 2-1 for a listing of full service customers).

## SECTION III

### PROCEDURES FOR HAND RECEIPT HOLDERS

#### 3-1 General

The Army provides an organization or unit with the equipment and materiel it needs to accomplish its mission. Most of that property is listed on a property book and has been signed for by the Property Book Officer (PBO). To track all property, the PBO is required to periodically have property inventoried and ascertain existence. Generally, AR 710-2 requires all property to be inventoried at least once a year. Some types of sensitive items such as weapons, ammunition, and night vision sights must be inventoried monthly or quarterly. Also, whenever a new person takes over the property book, a 100% inventory must be done to ascertain existence of all the property for which the new person is signing. The procedures and timelines that the PCB requires for periodical inventories are covered in Section VII of this SOP.

#### 3-2 Responsibility

Direct responsibility results from assignment as a primary hand receipt holder or acceptance of the property on hand receipt from an accountable officer.

a. **Direct responsibility** is the obligation of an individual to ensure Government property he or she has receipted and entrusted to his or her possession, command or supervision are properly used and cared for, and that proper custody and safekeeping are provided.

b. **Direct responsibility** is a formal assignment of property responsibility to a person within the supply chain who has the property within his or her custody, but not necessarily in their possession or for their use.

c. **Personal responsibility** always accompanies the physical possession of property.

#### 3-3 Accountability

IAW AR 735-5, accountability is defined as the obligation of a person to keep records of property, documents, or funds. These records show identification data, gains, losses, dues-in, dues-out, and balances on hand or in use.

#### 3-4 Relationship Between Accountability and Responsibility

IAW AR 735-5, accountability pertains to maintaining formally prescribed property records for property. It is an obligation officially assigned to a specific person and may not be delegated. Responsibility pertains to the care, custody, and safekeeping of Government property. The specific type of responsibility depends on the relationship of the person to the property. Accountability and the five types of responsibility are separate obligations. They are incurred for separate reasons. Accountability and each type of responsibility carry specific duties. Financial liability can be assessed against any person who fails, through negligence or misconduct, to perform those duties and where such failure is the approximate cause of a loss of U.S. Government.

### 3-5 Receipt of Property

When the PBO issues items to an individual to use, the person receiving the property from the PBO signs a receipt for the property. IAW AR 710-2, this receipt is called a primary hand receipt. The primary hand receipt documents to whom the PBO has issued that property to. The person who signs for the property from the PBO is called the Primary Hand Receipt Holder (PHRH). His or her signature has indicated that the individual has received the property and accepts responsibility for it. If the PHRH then further issues that property by hand receipt, it shows that the subordinate now has responsibility for the property. The subordinate who received the property and signed for it is called the Sub-Hand Receipt Holder (SHRH). By signing the sub-hand receipt the SHRH acknowledges that he or she has received the listed property and now has the responsibility for it. Whenever a new person takes over the hand receipt or sub hand receipt, an inventory must be done to make sure that all the property listed on the hand receipt and being signed for is actually present.

### 3-6 Care of Property

If you are a hand receipt holder (HRH), your signing of the hand receipt signifies you agree to take care of the property and return it, when requested to do so, in the same condition it was in when you received it (less any fair wear and tear). Failure to satisfy that requirement can mean that you will pay for the missing or damaged property unless you can prove that it was not lost or damaged by your negligence. [DA Pam 710-2-1 chapters 5 and 6](#), contain valuable information that will help you manage your hand receipts. The pamphlet also has information on some special types of hand receipts (HRs) such as equipment receipts, shortage annexes, and tool crib issues. Even if you are supported by an automated property book system, the basic procedures in the pamphlet provide a helpful guide and can even save you from having to pay for property losses.

### 3-7 Incoming Hand Receipt Holders

If you are a new hand receipt holder or are assuming a hand receipt from someone, inventory all the property, including components of end items, and verify the serial numbers before you sign the hand receipt. Whenever possible do the inventory jointly with the outgoing PHRH. **Once you sign the HR you are responsible for the property and are held accountable.** Verify component hand receipts and shortage annexes if there are any. For items on subhand receipts, verify that the SHRH is still authorized to have the property and is aware of his or her responsibility to safeguard the property, and obtain a current inventory from him or her. If time or distance prevents you from personally counting all your property, you may have someone assist in the inventory; however, you will still be responsible for the property. When distance prevents you from physically viewing your property or randomly checking on it between inventories, you should consider issuing it on a subhand receipt to someone at that location. Keep the following simple rules in mind to help sustain your property responsibility:

- a. Keep your hand receipts current.

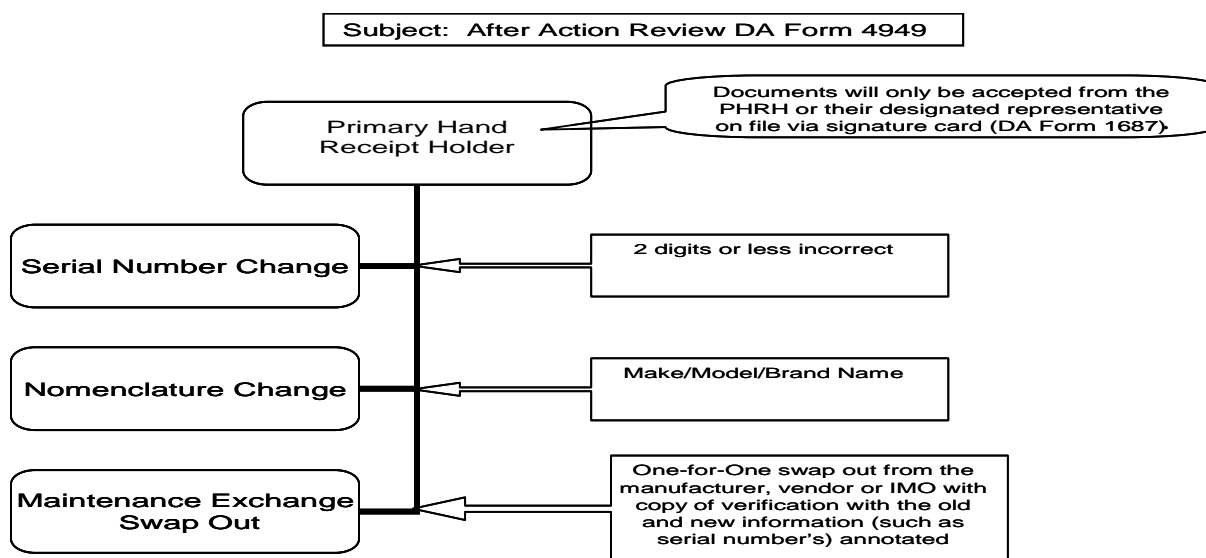


- b. Make sure all your items are accounted for on a hand receipt (or a subhand receipt when necessary.)
- c. Verify quantities and serial numbers before you sign.
- d. Annotate your HR with the location or subhand receipt number next to each item listed.
- e. Don't loan your property to another organization unless the action is approved by your PBO or Commander.
- f. Randomly spot-check the location and the physical condition of your property between inventories.
- g. When you no longer need an item, turn it in by requesting disposition instructions from the PCB.
- h. Always keep copies of your turn-in and issue documents until they have been posted to your HR.
- i. Make sure change documents are posted to your hand receipt at least every 6 months.
- j. Maintain a current copy of all memos documenting the results of the inventories of your SHRHS.
- k. Frequently remind SHRHS of their responsibility to safeguard their property.
- l. Make sure your SHRHS do not leave your organization without clearing their subhand receipts.
- m. Make sure damaged or missing items are reported to PCB in a timely manner.
- n. Store your equipment in a secure area. Immediately report, to your Chain of Command, any indications of theft or break-in to the Provost Marshall's office and to PCB.
- o. Make sure the property you are signed for is protected when you go on leave or TDY. If you plan to be absent more than 30 days, have a temporary hand receipt holder assume your HRs during that time. Do a joint inventory before you depart and again when you return.
- p. Report to your supervisor, OIC and Chain of Command, any circumstances that make it impossible to secure your property from loss or theft, then report it to PCB.
- q. Clear your hand receipt or transfer your property responsibility to your successor before you leave the organization or unit. Obtain a signed receipt.
- r. Update subhand receipt with your SHRH's before Primary Hand Receipt is updated with PCB.
- s. Read and understand this external SOP and all applicable reference PCB guidelines (if provided) for management of property and required inventories.

t. In order to keep updated records, notify the PCB of any DEROS changes i.e. extension, deferment, curtailment, reassignment, medical reassignment, compassionate reassignment or any other situations that will cause a PHRH change in DEROS.

### 3-8 Administrative Adjustment Reports (AARs)

PCB will process AARs (DA Fm 4949) in accordance with DA Pam 710-2-1. Use an AAR as a request to change Serial Numbers (SN) when a Serial Number with two (2) digits or less is incorrect. For serial numbers with three (3) digits or more, a Financial Liability Investigation of Property must be initiated. Request for SN changes not IAW said reference will be rejected by PCB. If an item is replaced by a company manufacturer, vendor or IMO, a maintenance exchange form (one-for-one swap out) must be submitted to PCB immediately. Otherwise a Financial Liability Investigation of Property Loss is required to change out entire serial numbers.



### 3-9 MTOE/TDA Additions and Deletions

A request for an addition or deletion of MTOE property must be requested in memorandum format along with a DA Form 2028 (Figure 8-2). Requests for additions/deletions of MTOE property will go through the PCB and 8<sup>th</sup> U.S. Army G3 to 8<sup>th</sup> U.S. ARMY Directorate of Resource Management. A request for an addition or deletion of TDA property must be requested in memorandum format along with a DA Form 4610-R (figure 8-3 ). Requests for additions/deletions of TDA property will go through the PCB to 8<sup>th</sup> U.S. ARMY Directorate of Resource Management.

### 3-10 Meals Ready to Eat (MRE)

Anytime a Veterinarian extends the expiration date of on hand MRE's or when MRE stocks are rotated, the HRH is required to submit documentation to the appropriate PCB Supply Tech Chief of the new designated lot number and/or expiration date.

### 3-11 Vehicle Reporting

Vehicle reporting is required IAW DA Pam 738-750, (maintenance update) for acceptance and registration, usage, gain, loss, transfer, rebuild/overhaul or NSN change of Army tactical and commercial vehicles. The HRH is responsible for ensuring a DA Form 2408-9, for each action is completed and turned in to the PCB. The PCB will not process receipt, turn-in, or do lateral transfer of tactical or commercial vehicles without a properly completed DA Form 2408-9.

### **3-12 Lateral Transfers**

Directed Lateral Transfers (L/T) will be completed within two weeks of notification. It is the losing units' responsibility to ensure that all Technical Inspections (TI) are completed, shortage annexes are updated, and DA Form 2408-9 are completed when required. It is the gaining units' responsibility to pick the items up from the losing unit. All requests for lateral transfers must be approved by the PBO prior to any property transfers (Figure 3-8). Primary Hand Receipt Holder will complete the request for lateral transfer according to Figure 3-8, and forward to PCB Supply Tech. The Supply Tech will prepare the transfer. Units with Operational Need Statement (ONS) Equipment deploying into theater must transfer accountability of their ONS equipment to the Army Field Support Command (AFSC) TPE property book within 60 days of transfer of authority.

### **3-13 Vehicle Identification Link (VIL) Key Control Procedures**

a. Units requesting new VIL keys will submit a memorandum to the PCB Installation Property Book Office (IPBO) in accordance with Headquarters, Eighth U.S. Army memorandum EAGD-P-POL (4b) dated 15 May 02. The memorandum must be signed by the Unit Commander, PHRH, or Appointing Authority and must contain the following data:

(1) Vehicle Registration: Up to an 8 character alpha-numeric (A-N) entry consisting of either bumper number, tail number or general number.

(2) DODAAC

(3) Signal Code

(4) APC (Fund) Code

(5) Transaction ID: Organization (Army)

(6) Comments: As applicable

(7) Description

(8) Vehicle Year: 4 character number

(9) Grade (SG MGX, SG DFX, SG JPX)

(10) APC Code

(11) Expiration date (if leased vehicle)

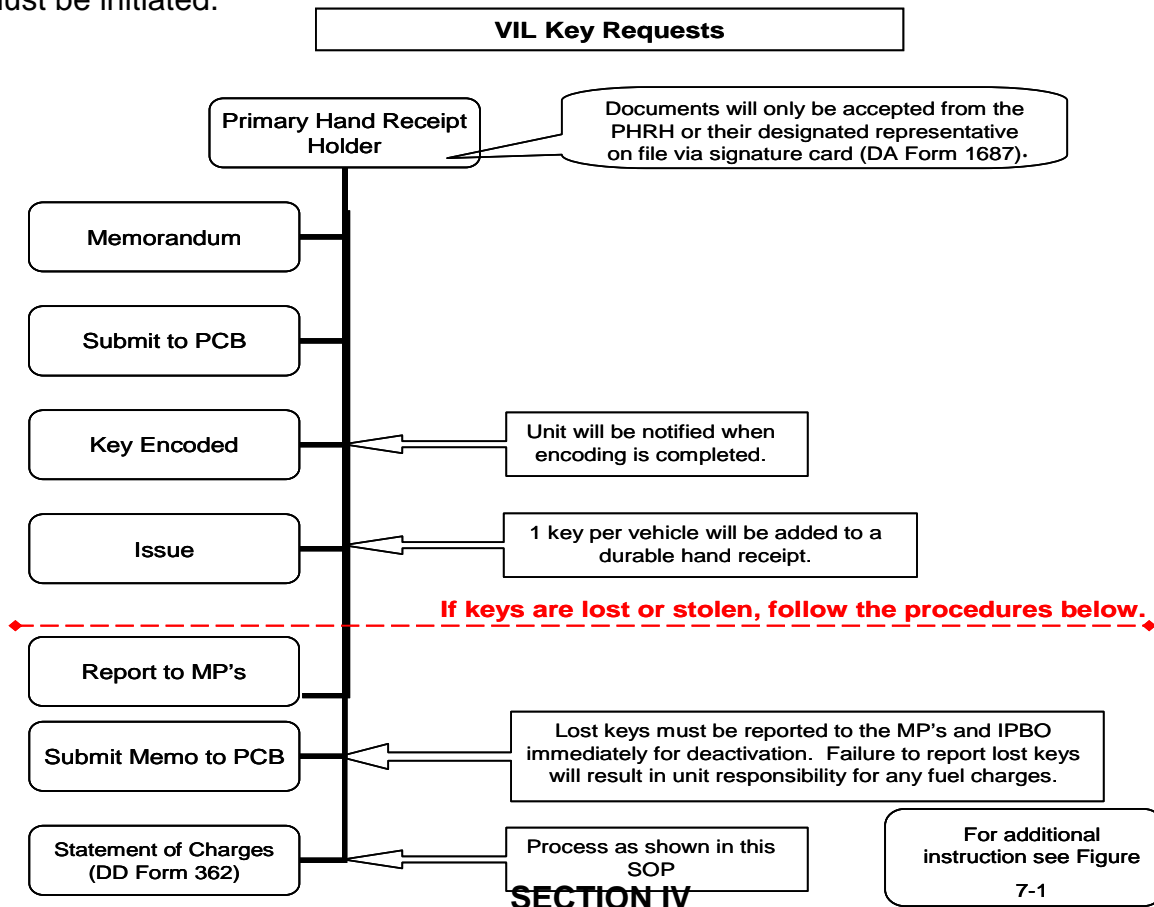
b. The key(s) will then be encoded and made ready for issue.

c. The Unit/Activity will be notified that the encoded key(s) are ready for pickup. Commanders/Responsible Officers must ensure the VIL keys are controlled IAW established key control procedures.

d. Lost, misplaced or damaged keys must be reported to the individuals Chain of Command, Military Police and to the IPBO. Lost or misplaced keys must be reported immediately so they can be deactivated. Units failing to report lost keys are responsible for fuel charged to their DODAAC. A memorandum stating the circumstances of loss, signed by the commander will be required before a replacement key is issued. Lost or misplaced keys may be replaced with an incurred cost (to the unit or responsible individual) of \$5.53 per key. No depreciation is allowed.

e. All keys are accounted for as durable property on a DA Form 2062.

f. If keys are lost due to negligence and individual admits liability, a cash collection voucher/statement of charges (DD Form 362) will be initiated by the PHRH and processed IAW AR 735-5. If an individual doesn't admit liability or refuses to sign a cash collection voucher/statement of charges (DD Form 362, see figure 7-1), a Financial Liability Investigation of Property Loss (FLIPL)(DD Form 200, see figure 3-6) must be initiated.



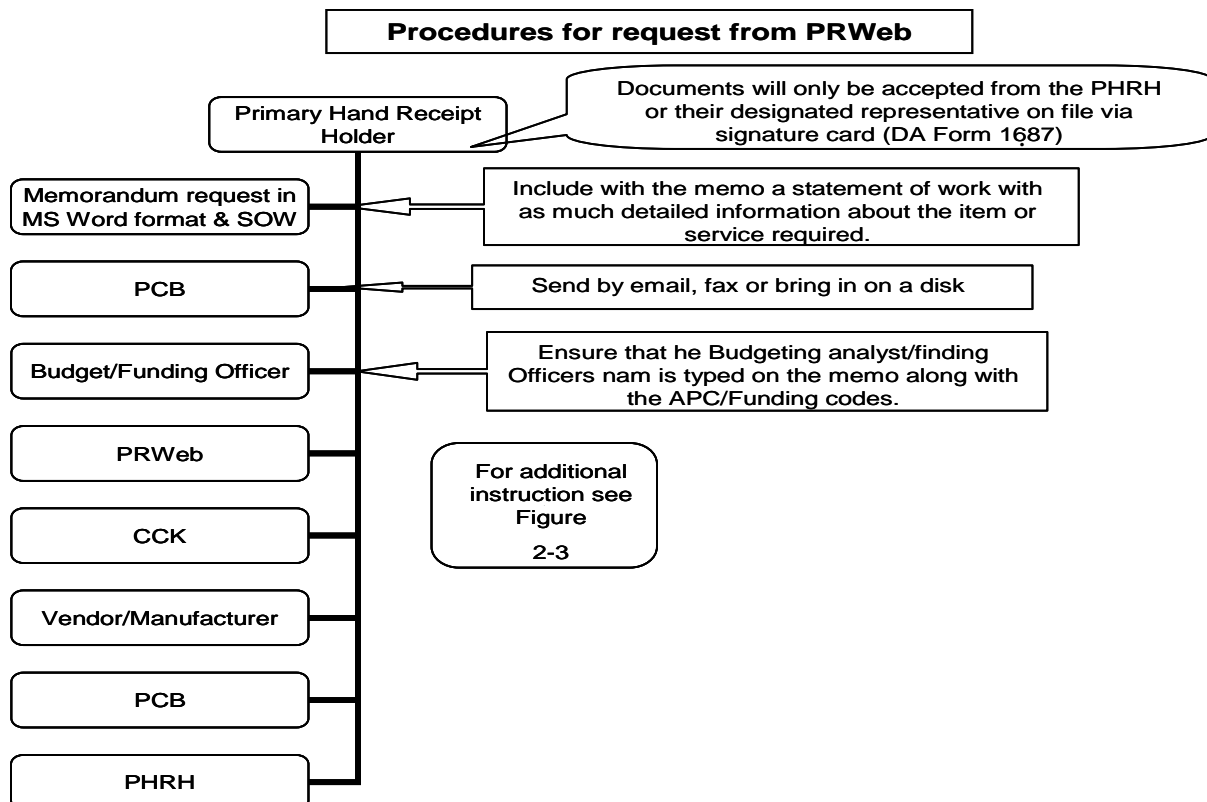
## PROCEDURES FOR REQUESTS

### 4-1 General

Examples for completing requests can be found in Figures 3-1 through 3-5. A receipt copy will be given at the time of submission, and PHRH's will receive a Customer Advise/Rejection Information Notice within 7 working days of submission (Figures 3-9 and 3-10). Every request for supplies and or services must be routed through and approved by the PHRH's appropriate budget/funding officer. Budget officers must certify that sufficient funds are available to cover all costs of the transaction prior to the PHRH submitting the request to PCB. All requests will include Fund Codes, Account Processing Codes (APC's) and/or appropriate Fund Cite, or a Military Interdepartmental Purchase Request (MIPR), DD Fm 448. In addition each request must identify the authorization document/publication which serves as authorization for the request and must be signed by the PHRH. High priority requests must be fully justified. Lack of prior planning is not considered justification to requisition an item of a high priority. The PBO is the approving authority on all high priority requests. Incomplete requests will not be accepted and returned to the PHRH without action.

### 4-2 Purchase Requests & Commitment Procedures (PR&C)

In order to process a Purchase Request through PCB all documents must be initiated by a PR&C request thru the Section/Division Primary Hand Receipt Holder. Submit a request memorandum (Figure 2-3) and a Statement of Work consisting of all information and requirements. If submitting the request electronically, the documents sent must be in MS Word format only.



### 4-3 Standard National Stock Numbered (NSN) Items

Requests will be submitted by memorandum IAW Figure 3-1.

#### 4-4 Nonstandard/Commercial Items

A request will be submitted by memorandum IAW Figure 3-2.

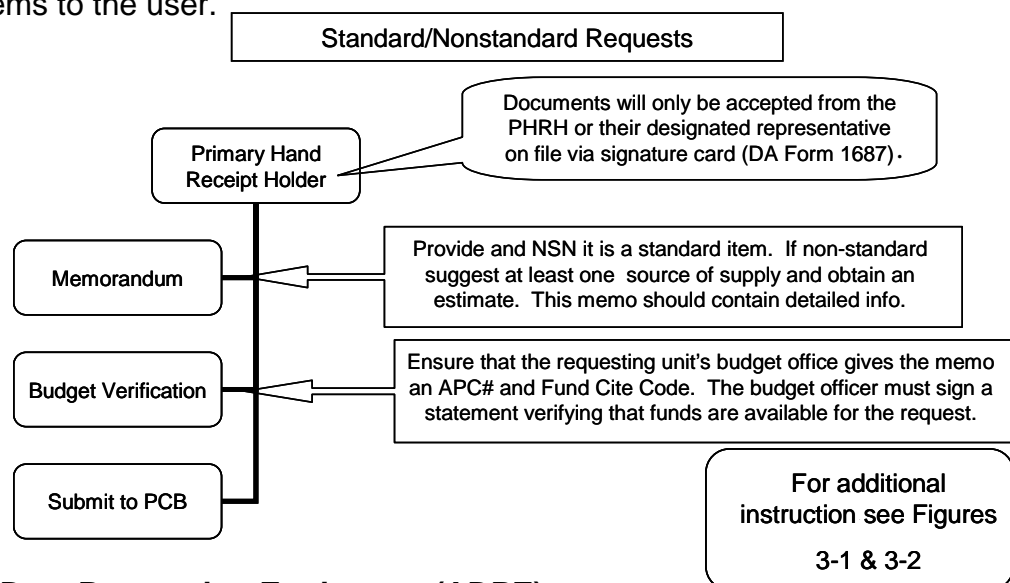
a. In accordance with 8<sup>th</sup> Army Suppl 1 to AR 600-8-22, request for purchase of items such as trophies, unit commander's coins and similar items will be forwarded in memorandum format to the first Lieutenant Colonel (or designated representative) in the chain of command for approval.

b. Primary Hand Receipt Holders are required to submit as much detailed information on the description of the item(s) requested as possible. PHRH's are also required to submit at least one suggested source of supply.

c. New non-standard commercial equipment having an investment cost of not more than \$100,000 per item can be authorized in accordance with Eighth U.S. Army guidance. The responsibility is delegated to Colonel, or above, for MSCs and their delegated staff principals, MACOM staff principals, and assigned or delegated TDA commanders at the point where funds are planned, programmed, budgeted, prioritized and allocated based upon essentiality to support the mission.

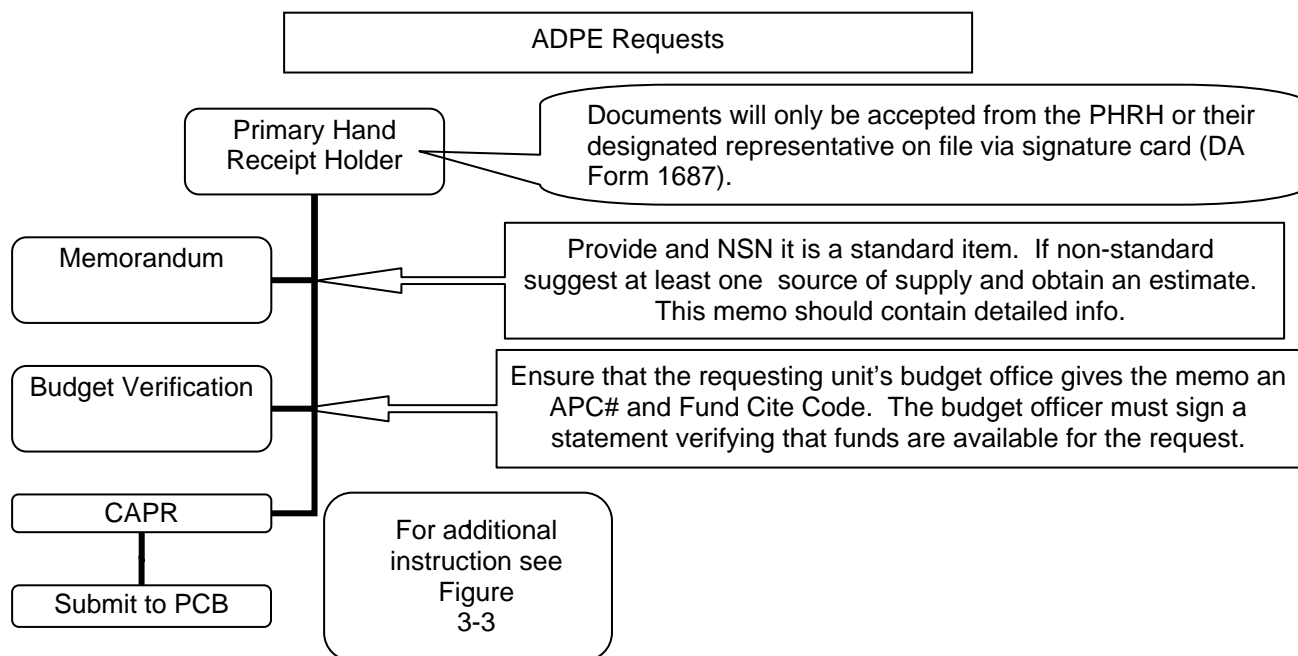
d. The approvals listed above do not pertain to the five (5) disciplines listed in Eighth U. S. Army Reg. 25-1. An approved CAPR processed IAW Eighth U. S. Army Reg. 25-1 is required.

e. Contract documents must be submitted through PCB before being processed any further. PCB will order all equipment or service contract on DD Form 250 or SF Form 1449 (figure's 2-4 & 2-5). After a contract has been approved, the contractor should send the paperwork to PCB for signature prior to submitting it to the finance office. It must be processed through PCB to ensure proper posting accountability to the PHRH hand receipt. Contractors must bring all documentation to PCB before delivering the requested items to the user.



#### 4-5 Automated Data Processing Equipment (ADPE)

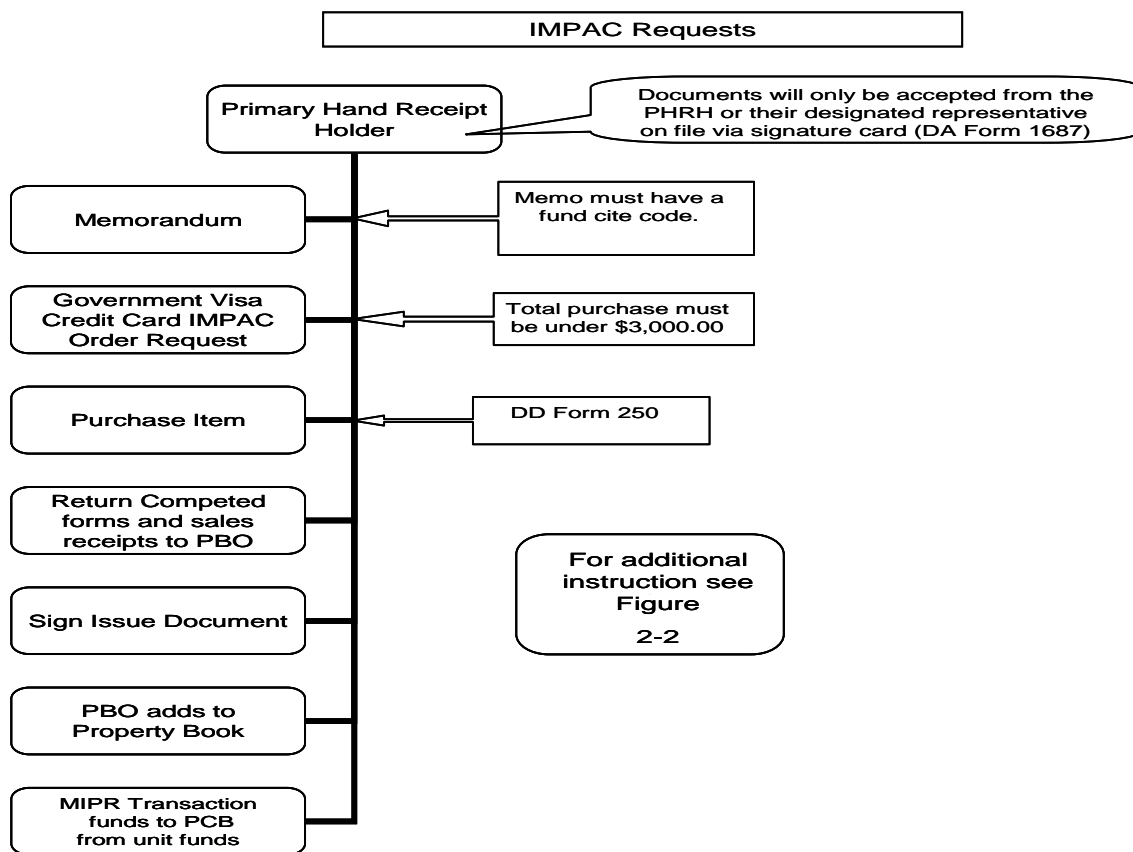
To request these items follow figure 3-3. In addition to the memorandum for request, PHRH's are required to attach an approved Capability Request (CAPR).



#### 4-6 Government Purchase IMPAC (Credit Card) Request

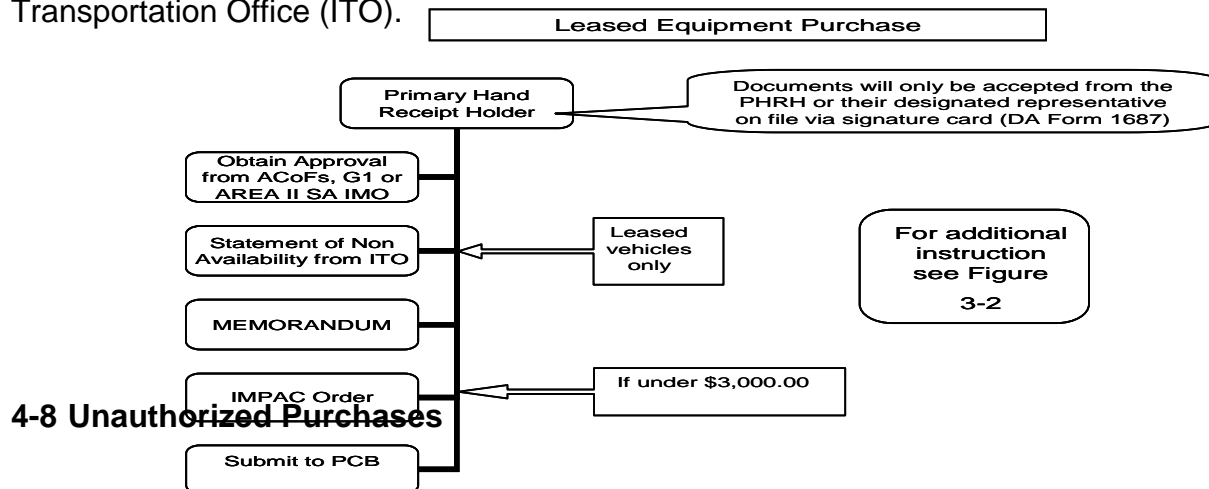
Requests under \$3,000.00 for non-expendable, durable and expendable supplies being purchased with the units IMPAC Card will be submitted to the PBO along with a memo prior to the purchase commitment (exception: SSSC Items do not require processing through the PBO). Units must ensure that their GPC's credit limit is enough to cover the purchase. Contracting Command Korea (CCK) will no longer process PR&C's for amounts less than \$3,000.00. A Government Visa Credit Card Request/Receipt Information Form (Figure 2-2) must be processed, for requests less than \$3,000.00, through the PBO prior to and after the transaction is completed. Requests with appropriate authorizations will be submitted to the PBO on Government Visa Credit Card Request/Receipt Information Form. (see figure 2-2). If the PBO approves the request he/she will assign a document number and place a copy of the document in a suspense file. Upon completion of the purchase the PHRH will return the completed Form(s) and sales receipt to the PBO. The PBO will complete the transaction and obtain the signature of the PHRH on an issue document. The item(s) will then be added to the PHRH's hand receipt. Request for purchases of ADPE require an approved CAPR as per para 4-5 above. The PHRH will also complete DD Form 250 IAW DA Pam 710-2-1, para 2-33, f., for Property Book items purchased with the IMPAC Card.

**EXCEPTION:** PHRH purchasing accountable installation type property as noted in paragraph 4-16a, do not use their own IMPAC card. PCB will purchase property for the PHRH using PCBs own IMPAC card reimbursed by the PHRHs MIPR (non-Area II IMCOM-K unit(s)) or fund cite (Area II/IMCOM-K unit(s)). PHRH will submit a memo with justification along with either MIPR or fund cite code.



#### 4-7 Leased Equipment Purchase

Leased equipment purchases or rental of equipment listed in AR 340-4 and 340-22 must have the approval of ACoF, G1. Items listed in AR 18-1 or USFK Reg 25-5 must be approved by ACoF, IM. IMCOM and Area II SA requests must be approved by AREA II IMO. Request for leased vehicles must have a statement of non-availability from ITO. All requests will be submitted in memorandum format similar to the example in Figure 3-2. All requests costing less than \$3,000.00 will be processed on IMPAC order request and receipt form through PCB and the PHRH will be advised to utilize the IMPAC Card. Request for PR&C's for leased vehicles costing less than \$3,000.00 will not be accepted by PCB. Request for PR&C's for lease vehicles costing in excess of \$3,000.00 must be accompanied by a statement of non-availability from the Installation Transportation Office (ITO).



#### 4-8 Unauthorized Purchases



All personnel are warned that only Contracting Officers and authorized IMPAC Credit Card holders are authorized to commit the U.S. Government for the purchase of supplies or services. "After the fact" procurement is an attempt to obtain approval of an unauthorized commitment after the fact. Extreme care is warranted whenever obtaining "estimates" and/or making commitments with the IMPAC Card. PCB's policy in regards to unauthorized commitments and/or "After the fact" procurements are to flatly reject all such requests and to notify the appropriate command that we believe a violation has occurred.

#### **4-9 Hand Tools**

a. All hand tools in Federal Supply Classes (FSC) 5110, 5120, 5130, 5133, 5136, 5140, 5180, 5210, 5220, and 5280 with a unit price greater than \$50.00 will be accounted for on H/R (IAW AR 735-5, Para.7-6). When the unit of issue contains more than one item (e.g. package, box, dozen, etc) and the cost of a single item (unit of measurement) is less than \$50.00, the hand tool will be treated as an expendable item at the user level, even though it is coded as durable in the AMDF. Requests for purchases must be submitted to PCB with a justification. Request will be submitted in memorandum format as per Figure 3-1.

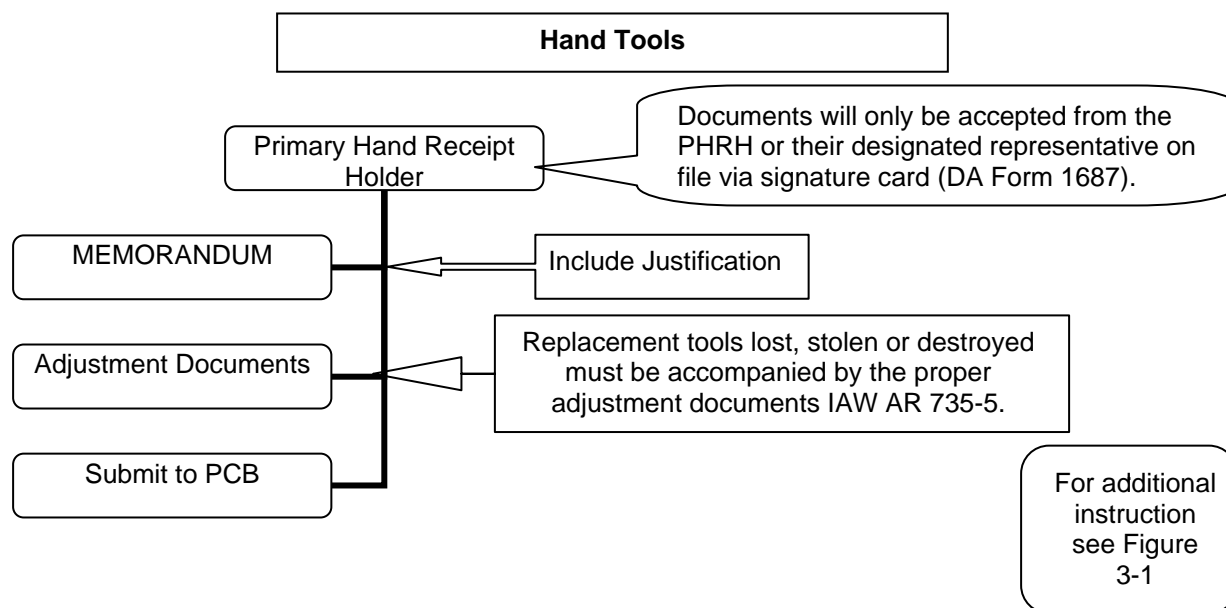
b. Replacement will be upon turn-in of items due to Fair Wear and Tear (FWT) or accounted for IAW AR 735-5, para 14-18.

c. Accounting for losses of durable hand tools at the using unit level for which negligence or willful misconduct is not suspected will be as follows.

(1) MTOE organizations. Using unit level commanders are authorized to adjust losses of durable hand tools up to \$100 per incident when the loss did not occur through negligence or misconduct IAW AR 735-5, para 14-19.

(2) TDA organizations. In TDA organizations, individuals occupying positions equivalent to that of a unit commander in a MTOE environment are authorized to adjust losses of durable hand tools using the same provisions cited in the previous paragraph. In TDA organizations those individuals will normally occupy a directorate or division level TDA position. Use major TDA paragraphs as a guide. Individuals not filling those major TDA positions do not have the authority to adjust losses of durable hand tools IAW AR 735-5, para 14-19.

d. Requests to replace tools that are lost, stolen, or destroyed due to negligence will be accompanied with the proper adjustment documentation IAW AR 735-5; i.e., Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) or Cash Collection Voucher/Statement of Charges (DD Form 362).



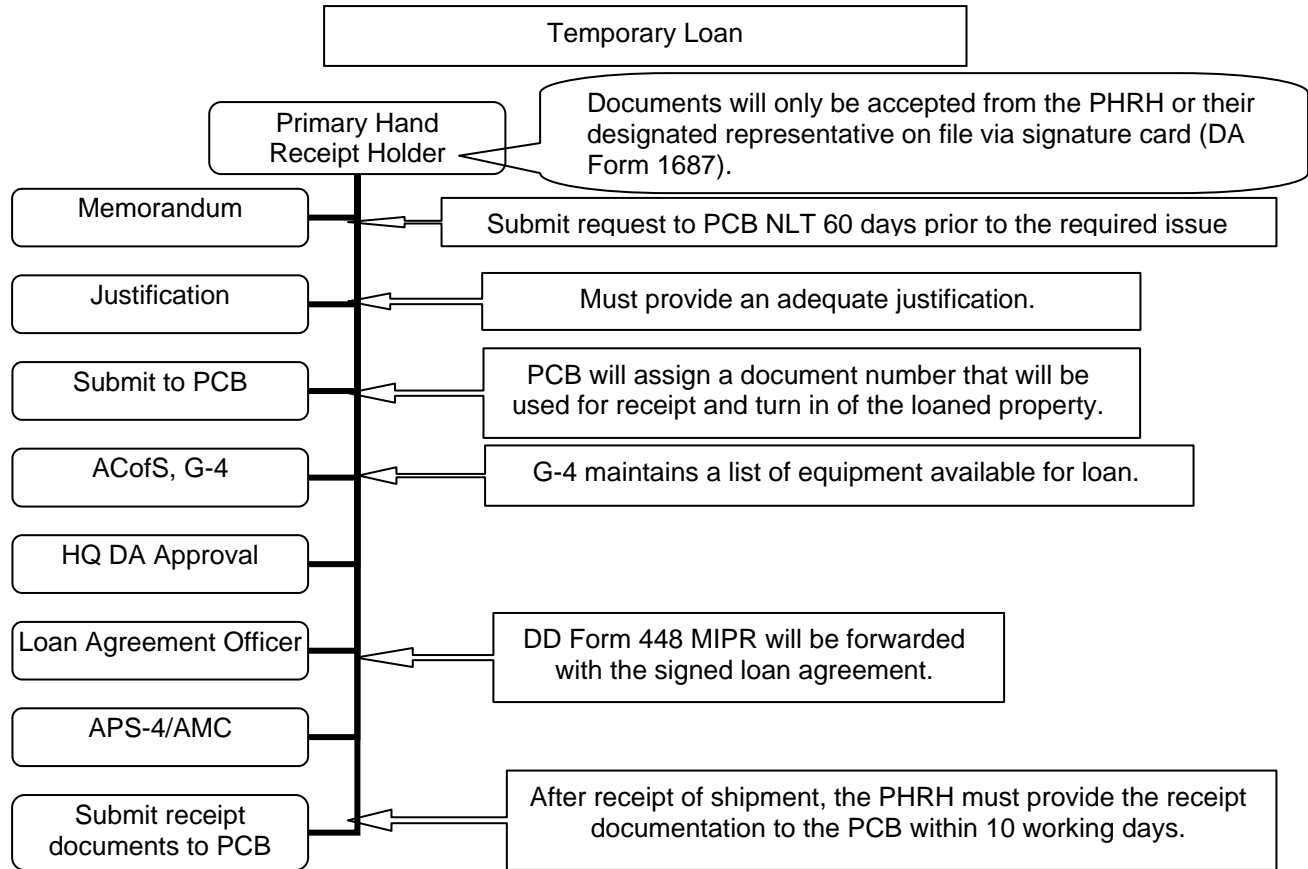
#### 4-10 Temporary Loan

Temporary loan of War Reserve or Command (Decrement) Stock Equipment may be requested by any unit with adequate justification as outlined in Chapter 6 of AR 710-1. The requirement (justification) must be clearly and accurately stated in the loan request. There are two different stocks that equipment can be borrowed from. APS-4 (War Reserve) Stock is controlled by the Army Materiel Commands (AMC) Combat Equipment Battalion-Northeast Asia (CEB-NEA), Cp Carroll. Request for APS-4 loans are forwarded through PCB to ACofS, G-4 and must be approved by HQDA. Command stock is managed by Materiel Support Center-Korea (MSC-K), Cp Carroll and controlled and approved by ACofS, G-4. A current listing of items available for loan, including cost data, can be obtained from the G-4 War Reserve Section. The following procedures will be followed in obtaining a temporary loan of war reserve or command stock equipment:

- a. The requesting unit will submit a memorandum (Figure 3-5) through the appropriate budget office to the PCB NLT 60 days prior to the required issue date.
- b. PCB will assign a document number to the request and submit the request to G-4 for further processing. This document number will be used for both receipt and turn-in of the loaned property.
- c. Upon approval of the loan from G-4, CEB-NEA or MSC-K as appropriate will forward a loan agreement through the Loan Agreement Officer (LAO) to PCB.
- d. The LAO will sign and return the Loan Agreement to either CEB-NEA or MSC-K as appropriate. A DD Form 448, Military Interdepartmental Purchase Request (MIPR) will also be forwarded along with the signed Loan Agreement.
- e. CEB-NEA or MSC-K will coordinate with the LAO for issue and delivery.
- f. The subordinate unit that received the equipment will provide a copy of all receipt documents to PCB within 10 working days of receipt of the loaned items.

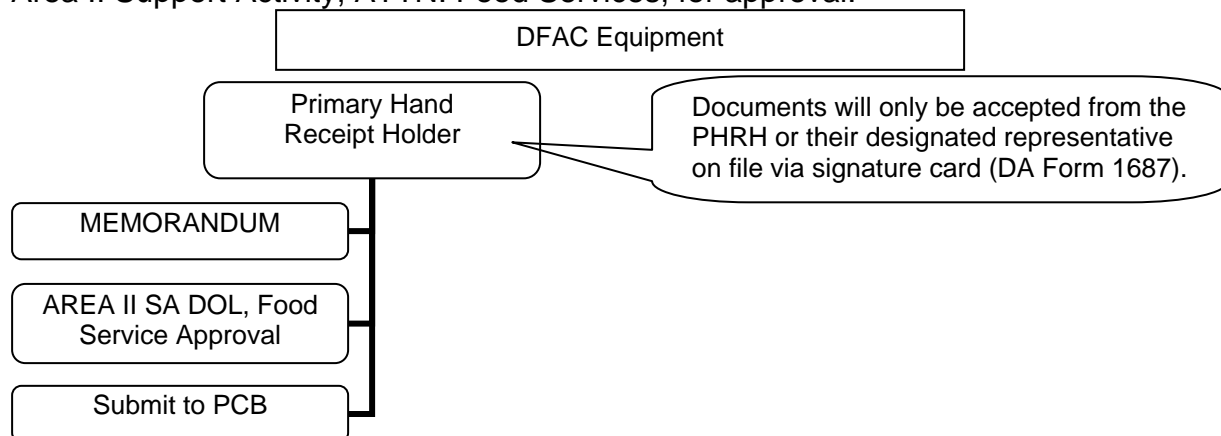
g. The requesting unit will coordinate, through PCB, the shipment of loaned items turn-in to either CEB-NEA or MSC-K as appropriate through 25th Transportation Bn NLT 15 days prior to the expiration of the Loan Agreement.

h. The requesting unit will provide a copy of the turn-in shipping documents to PCB within 10 working days after shipment of the loaned equipment to either CEB-NEA or MSC-K.



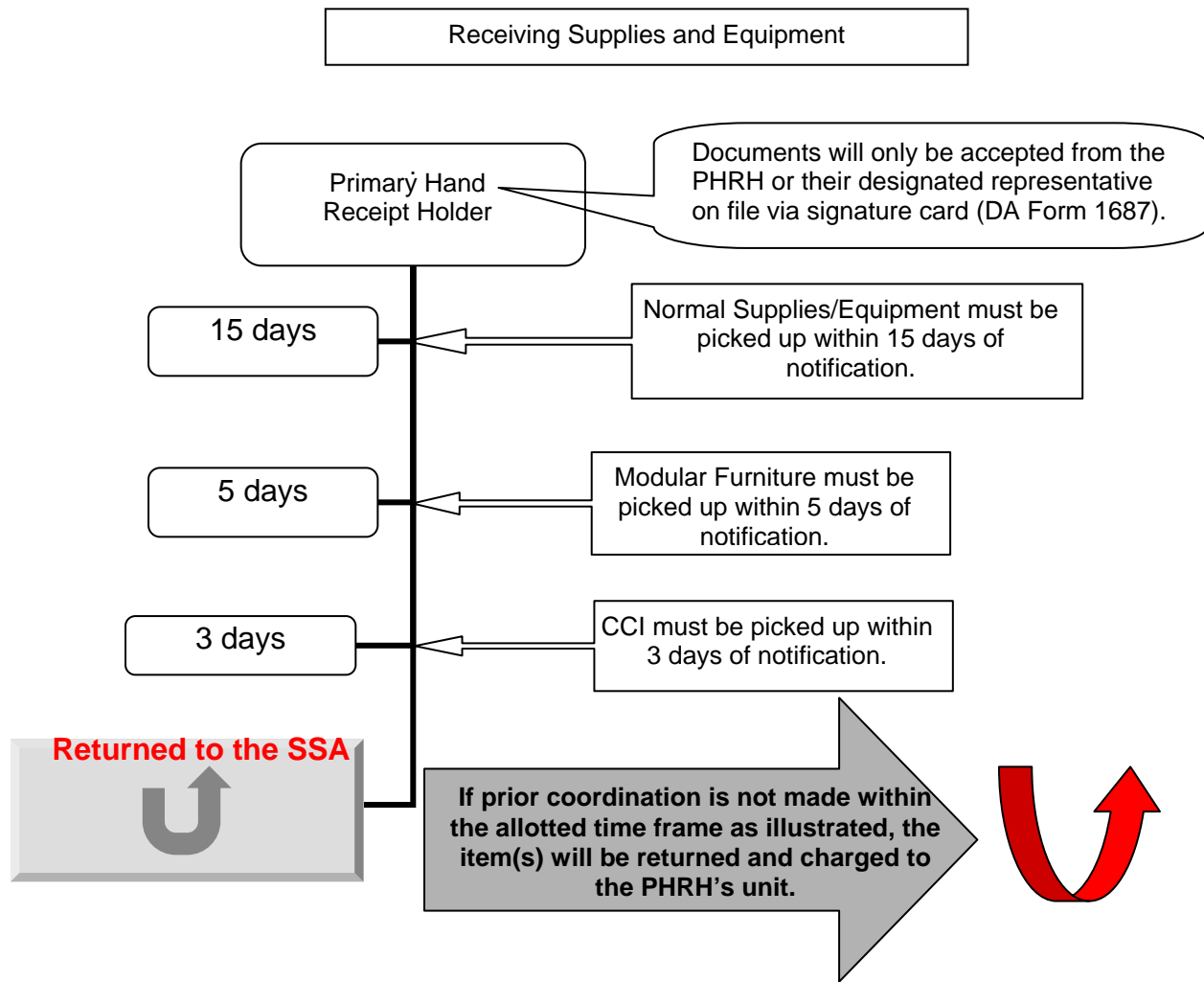
#### 4-11 Dining Facility Equipment

All requests must be submitted in memorandum format through Directorate of Logistics, Area II Support Activity, ATTN: Food Services, for approval.



## 4-12 Receiving Supplies and Equipment

PCB is extremely limited in storage space, therefore the following time limits are imposed for the receipt of supplies/equipment. When a PHRH or his/her delegated representative is notified that normal supplies/equipment is ready for receipt, the activity has fifteen (15) days to receive said supplies. Controlled Cryptographic Items (CCI) and weapons must be received within three (3) working days of notification. Should supplies/equipment not be received by the activity within the time allotted, or if alternative arrangements are not coordinated with PCB, the supplies/equipment will be returned to the SSA for redistribution within the supply system. The customer will be charged for the items requested but not received and the unit will have to submit another requisition and pay for the item again if the item is still required. As an exception to the above item lines, delivery/pick-up of modular furniture will be completed within five (5) days of notification (See Command Policy Letter #4-3). IAW AR 710-2 interim change dated 22 Nov 05, RFI bulk Issued Items such as M24 Binoculars, M68 Close Combat Optics and M145 machine gun optics will be carried on the unit Property Books. It is critical that documentation be provided to PCB for recording on unit hand receipts within three days following the receipt of the equipment.



#### **4-13 Safety Clothing and Equipment**

Safety clothing and equipment is authorized and can be issued IAW CTA 50-900, AR 385-30, AR 385-32, and DA Pam 385-3, Para 5-12.

#### **4-14 Air Conditioners**

Air conditioners are considered "Real Property" and must be requested through Department of Public Works (DPW).

#### **4-15 Request for Supply Status**

Request for supply status should be submitted on memorandum IAW Figure 3-9. Only the CDR, Appointing Authority, PHRH, or individuals designated on a DA Form 1687 may request supply status. Customers should keep in mind that status for locally procured items (PR&C's) are at times extremely difficult to ascertain. Walk-ins or phone requests for status will not be honored.

#### **4-16 Installation Property Book Office (IPBO) Request Procedures**

a. AREA II Support Activity (IMCOM-K) units will process requests for Installation type property, (office furniture, typewriters, refrigerators, shredders, office electrical equipment etc.) authorized by CTA 50-909 through the AREA II RMO. The Area II PHRH's will prepare a memorandum through the AREA II RMO for the funds to be approved by the Budget Office. All non- Area II PHRHs will prepare a Military Interdepartmental Purchase Request (MIPR) DD Form 448. Have the PHRH or designated representative sign and send the MIPR to the Area II SA RMO with attached memo with justification and vendor estimate.

b. Units requesting Installation Property will submit a memorandum (more than \$2500.00) through their respective Resource Management Office or Impac Credit Card document (less than \$2500.00) with memo to the IPBO, Area II Support Activity, Bldg#2720. All Impac Credit Card requests for non-expendable/durable and expendable property, with the exception of SSSC items, must have PBO signature. The memorandum must be signed by the Primary Hand Receipt Holder or the Appointing Authority, and contain as a minimum the following data:

- (1) Nomenclature of Item
- (2) NSN of Item
- (3) Quantity
- (4) Price (From current FEDLOG)
- (5) Requested Date of Issue
- (6) Statement if substitutes are or are not acceptable.
- (7) Justification with attached CAPR (ADPE)

(8) Approved MIPR from the Resource Management Office (RMO).

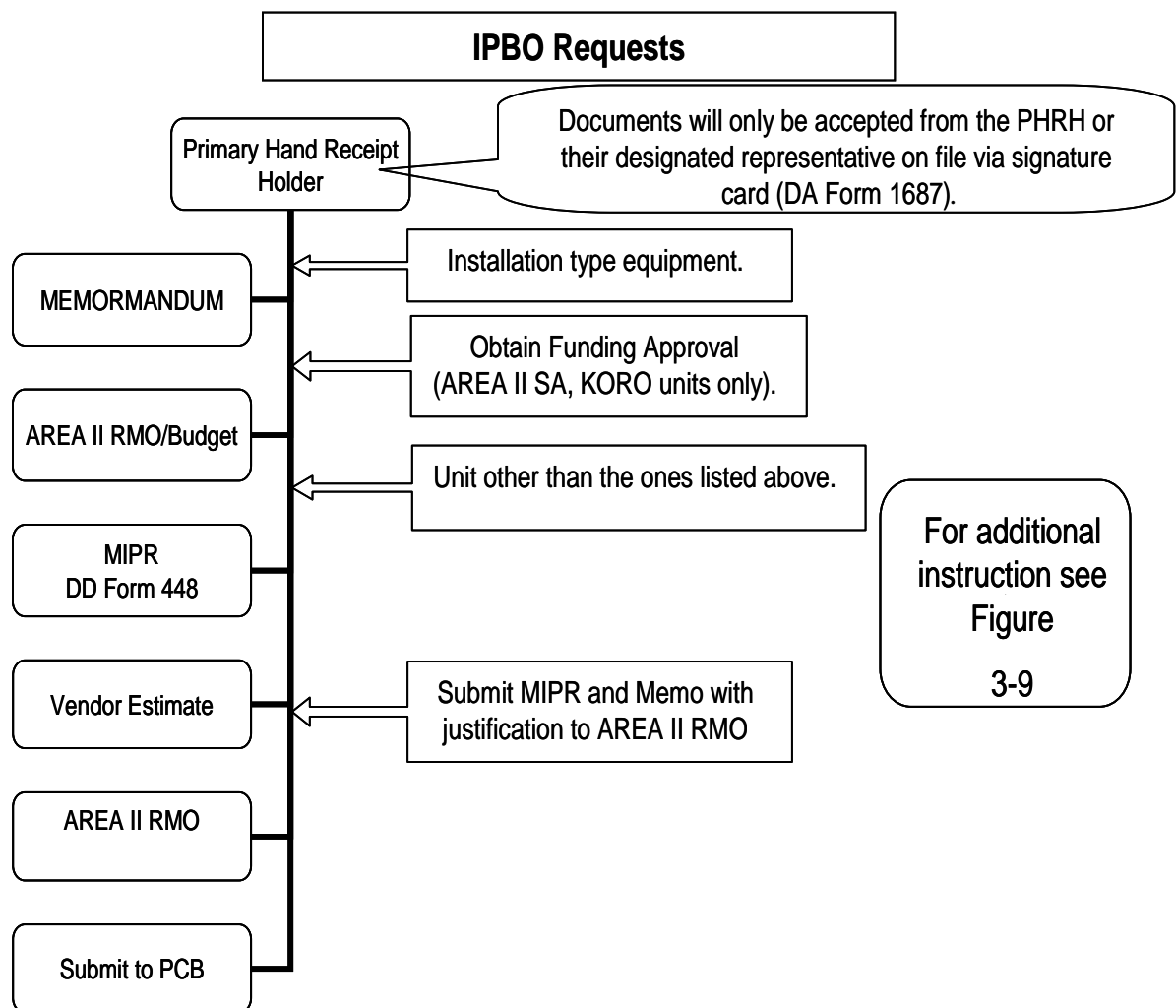
c. The RMO will annotate the memorandum with the appropriate Account Processing Code (APC) and a statement that funds are available. A MIPR, DD Form 448, will be used to request furniture, refrigerators, etc.

d. On the scheduled issue date, warehouse personnel will issue the items to the customer.

(1) For any item not issued/quantity changes, the warehouse personnel will line through the quantity requested and enter zero. The customer will initial the change on both copies of the memorandum.

(2) The customer will sign both copies of the request memorandum, acknowledging receipt of the items and receive a customer copy.

e. Any furniture that was not available for issue from stock will be requisitioned by the PCB.



## SECTION V

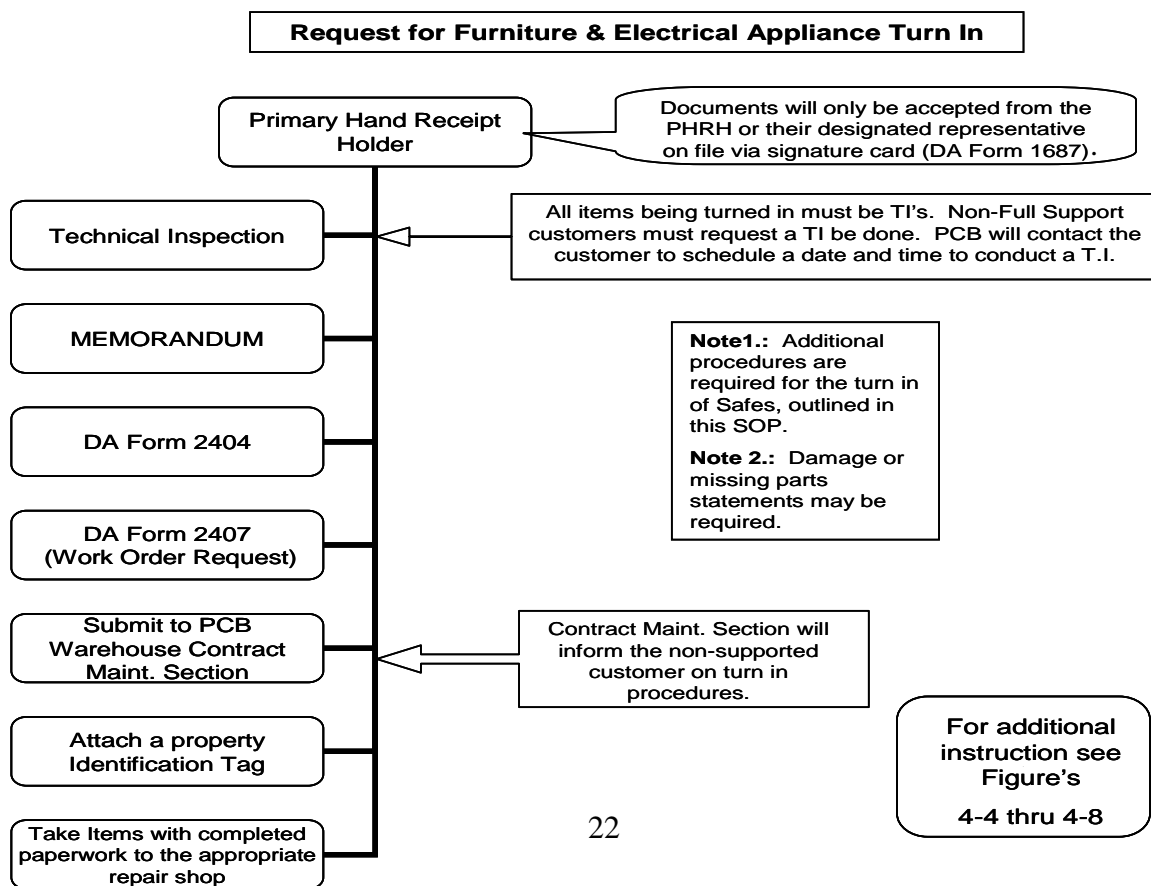
### PROCEDURES FOR REPAIRING FURNITURE/ MAINTENANCE AND ELECTRICAL ITEMS

#### 5-1 General

All U.S. Government property must be properly cared for and maintained. The first echelon of maintenance is the user level. It is the responsibility of the user to provide operator level maintenance IAW the applicable TM or manufacture's operational maintenance guide. It is the responsibility of the supervisor to ensure that proper care and that the user provides proper maintenance of equipment. The supervisor will ensure that preventive measures are taken to preclude unnecessary wear and tear of property. The location of PCB's Contract Maintenance facility office is on Camp Kim Bldg #1232, telephone 723-3541.

#### 5-2 Furniture Repair

A furniture repair contract is in place and states that furnishings will be repaired, refurbished and/or re-upholstered within 20-25 days. To request furniture repair, prepare a memorandum, DA Form 2407 and DA Form 2404 (Figure 4-1, 5-2, 5-3) contact the maintenance section to coordinate a turn-in appointment with the COR or the ACOR, at 723-8735. When repair/refurbishment is completed by the Contractor and the item is returned to our maintenance section the customer will be notified. Once notified, the customer will have 5 working days to pick up the furniture. (Not all furniture is covered by this contract; therefore it is suggested that telephonic and visual coordination be made prior to submission of furniture for repair).



### **5-3 Wood and Metal Furniture Repair**

Requiring unit must submit a memorandum to the PCB Contract Maintenance Section requesting repairs.

a. PHRH must provide an estimated cost for repairs, a re-upholstered material estimate cost, and a repair cost. Once these items are received, a copy is sent to the Unit.

b. Should the unit choose to pay for the repair cost, the memorandum will be forwarded to 19<sup>th</sup> SC(E) SPO. Units requesting metal furniture repair will pay for all repair costs.

c. The 19<sup>th</sup> SC(E) SPO processes the PR&C and forwards it to CCK if funds are available. CCK approves the request and makes a Delivery Order to send to the PCB (Maintenance Section) and the Repair Contractor.

d. The PCB Maintenance Section will coordinate with the unit to schedule a drop off, and pick-up date for repairs at the PCB Warehouse.

e. Upon completion of repairs the Contractor will contact the Maintenance Section to coordinate a delivery date to the PCB Warehouse.

Note: The wood and metal furniture repair is not frequently requested.

### **5-4 Cash Register Contract Procedures**

Procedures for Service Repairs for all Area II Customers are as follows:

a. Customers requiring repairs or services on equipment listed in para b, below will contact Property Control Branch Warehouse Maintenance Section, with the Nomenclature, Model, Serial #, Bldg #, Telephone #, Point of Contact and a short synopsis of work to be done if known. All payments for work conducted under these procedures will be performed using an IMPAC Credit Card.

b. The following is a list of equipment that will be repaired on site, on an "ON CALL" basis:

- (1) All Cash Registers
- (2) Addressograph Data Recorders
- (3) Electronic Embossing Machines
- (4) Multi Copy Collators
- (5) Paper Drill Challenges
- (6) Paper Cutter Challenges



- (7) Copy Sorter Multi
- (8) Electronic Imprinter Data Recorders
- (9) Addressograph Plate Stamp Machines

c. POCs Telephone numbers for repair calls are as follows: Contract Officer Representative (COR) and the Assistant COR (ACOR) Telephone #'s 723-3541/8735.

d. Once the call is received by Property Control Branch Maintenance Section the customer will contact the Contractor. The repair contractor should be at the work site within 24 hours **(All payments will be made using an IMPAC credit card)**.

### **5-5 Procedures for Repair of Electric Appliances**

a. All Maintenance Requests, DA Form 2407, for equipment repairs will go through Property Control Branch Maintenance Section, before going to AAFES/KOSA for estimates of cost/repair (Figure's 5-2 and 5-3). All work order requests will include a memorandum, DA Forms 2407 and 2404 which will be verified by signing block 23 (signature block place just under in block 23) by the COR/ACOR and logged in to the Electric Appliances Contractors Maintenance Register with a work order number. Copy 2 and the memorandum will be kept in the suspense file.

b. The customer signs and dates blocks 34a and 34b of DA form 2407 and takes the work order with the equipment to AAFES/KOSA. AAFES/KOSA will verify the Maintenance Request and log #. Blocks 35a through 35c will be completed by AAFES. AAFES will also prepare a work request receipt for their maintenance register. The customer will be given the green copy of the 2407 as a receipt copy. AAFES will make the estimate and contact the customer within 15 days. The customer must choose the value of the estimated repair cost to see if it is economically feasible for repair. If the customer chooses not to repair the item, there will be a service charge estimate of \$14.00. If the customer chooses to repair then they will only be charged the cost of the repair. Note (AAFES will not repair any item unless the customer states that the repair is to be done). Items left longer than 90 days will be disposed of. This will result in a loss of accountability on the part of the PHRH.

c. When the item is repaired AAFES will notify the customer that the item is ready for pickup. The customer will bring the green copy DA Form 2407 as a receipt to pickup the equipment. AAFES will take the green copy and charge the customer by IMPAC Card. The customer is given the blue copy #4 of DA Form 2407. The copy must be submitted to the contract maintenance section so they can close out the maintenance log. If the item was not repaired or the items could not be repaired this will be placed in the remarks block and the number will be closed out in the log. The Unit is given a copy of their memorandum with turn-in instructions, COR/ACOR will do reconciliations with AAFES at least once a week.

### **5-6 Procedures for Repair of Office Machines**

a. DA Form 2407/2404 for equipment maintenance will go through Property Control Branch Maintenance Section, Bldg #1232, located at Cp Kim for

verification/signature, completion of Section II of DA Form 2407 and logged into the maintenance register with a work order number by the COR or ACOR (Figure's 5-2 and 5-3). Once this is completed customers will take their equipment to the Office Machine Repair Shop located on South Post BLDG # 4220, Tel #738-6882. Customers may take their items for repair to the computer shop located on Main Post in the Gallery, Bldg # S2209, Tel #723-4030.

b. Green Copy: Copy #1 is always given to the customer as a receipt copy.

c. The customer will contact the Repair Shop by the fifteenth (15) working day to pickup their equipment. The customer will bring the green copy back when pick-up is ready and complete block 38a through 38c receiving the equipment. Copy #4 (blue page) of the DA Form 2407 along with the memorandum is given returned to the customer for turn-in credit and filing purposes.

## SECTION VI

### PROCEDURES FOR TURN-INS

#### 6-1 General

All requests for turn-in will be made in memorandum format. Example memorandums can be found in Figures 4-1 through 4-10. See Figure 4-10 Class II & IV Turn-In Checklist. Only PHRH's or their designated representatives on valid DA Form 1687 (Signature Cards) are authorized to submit requests for turn-ins to the PCB. PHRH's will submit a memorandum requesting turn-in to the Supply Tech at PCB, Bldg #2720 (Figure 4-1). The full support PHRH will be given an appointment date to conduct a Technical Inspection (TI) prior to turn-in. The non-full support PHRH will call to set an appointment date for turn-in.

#### 6-2 Technical Inspections

All items being turned in require a Technical Inspection (TI) with an appropriate condition code before PCB will accept the item for turn-in. Information regarding who performs TI's on what equipment can be provided by personnel at the PCB Warehouse.

##### a. Installation Property Book Office (IPBO) Technical Inspection (TI) Procedures For Turn-In of Electrical Appliances Non-Full Support Customers

The customer will prepare a memorandum requesting repairs (figure 4-8), DA Form 2407 work order request and DA Form 2404. The memorandum and DA Forms along with the items are taken to Camp Kim, Bldg #1232, Contract Maintenance Section, to be logged into the maintenance register and assigned a control number. After the Contracting Officer's Representative (COR) signs the work order, take the work order (DA Form 2407) with the items to be repaired to the appropriate repair shop. Take kitchen equipment/Mess equipment to the DPW Refrigeration Shop, located near Gate #1, POC is Mr. Pak, Tel #724-4401, Bldg #1300. Take Household equipment to the DPW Electric Shop, POC is Mr. Han, Tel #724-4405, Bldg #1300. The Technical Inspection (TI) will be performed only by the Directorate of Public Works (DPW). After completion of the Technical Inspection by DPW, bring a memorandum request for turn-in with the technical inspection DA Form 2407 and 2404 attached, to PCB for processing (PCB SOP Figure 4-1, 4-4, 4-8, 5-2 and 5-3).

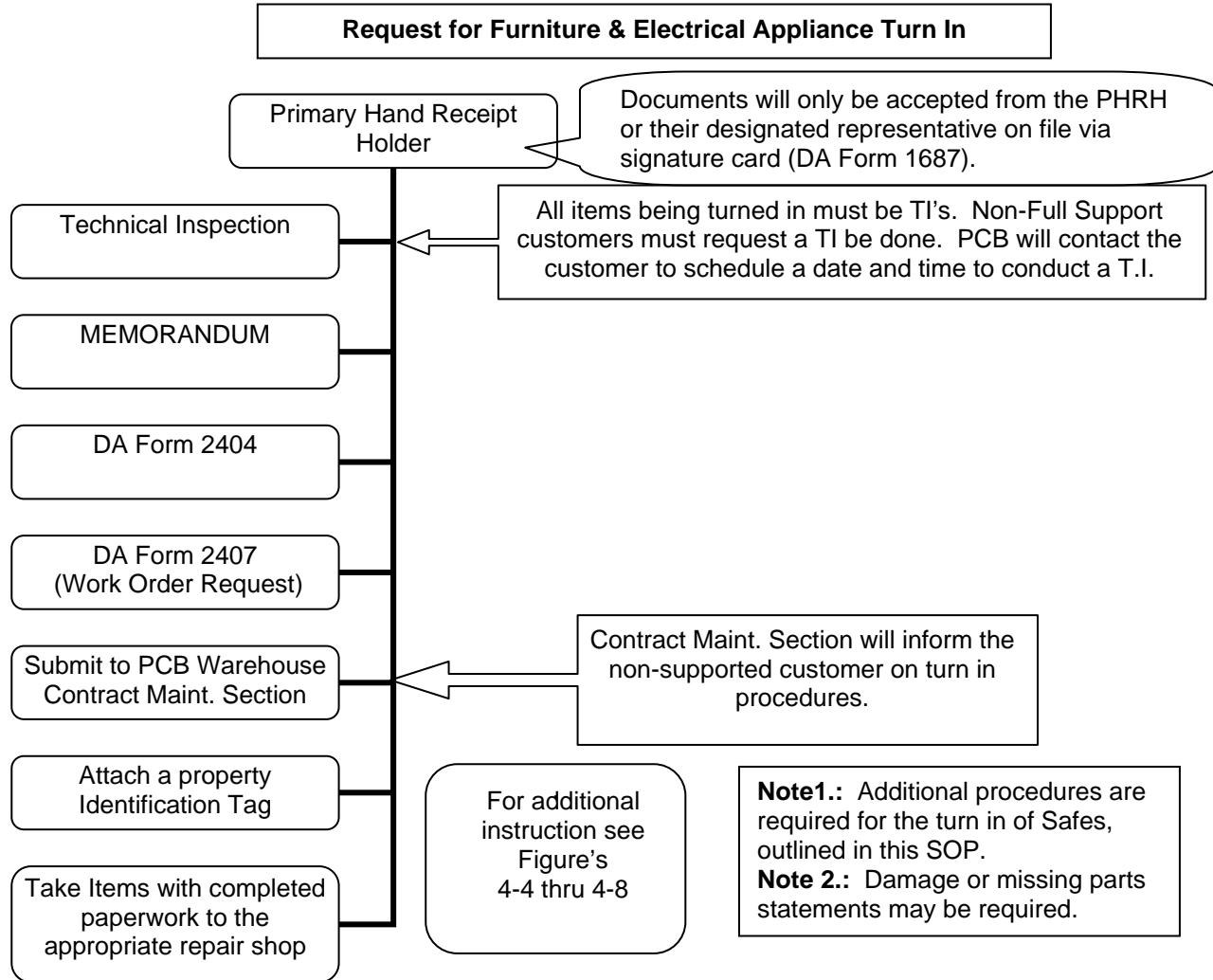
##### b. Installation Property Book Office (IPBO) Technical Inspection Procedures For Turn-In of All Other Items for Non-Full Support Customers

(1) Non-Fully Support Units must submit a memorandum requesting Technical Inspection of furniture prior to turn-in, to the Contract Maintenance Section. DA Form 2407 and DA Form 2404 will be prepared by the customers and submitted with each memorandum. The memorandum and DA Forms must contain at a minimum the following data:

- (a) Nomenclature of Item
- (b) NSN of Item

- (c) Location of Item
- (d) Requested Date of Technical Inspection
- (e) Missing Parts Statement

(2) The Contract Maintenance Section will contact the requesting unit and establish a scheduled inspection date.



### 6-3 Missing Parts Statement

Property with missing components or furniture with missing parts, must have a missing parts statement and/or a Shortage Annex (S/A) (Figure 4-2). This statement must accompany the property/furniture to the turn-in point for items to be accepted. The statement must be authenticated by the PHRH.

### 6-4 Damage Statement

Equipment/furniture that has been damaged through other than Fair Wear and Tear (FW&T) will require a damage statement IAW AR 735-5 and must be authenticated by the PHRH for the items to be accepted (Figure 4-3).

## 6-5 MTOE/TDA Authorized Property

Prior to turn-in of MTOE/TDA authorized property, the following conditions must exist:

- a. Property has been technically inspected and coded as unserviceable.
- b. Property excess to authorized allowances should be reported thru CDR, Area II Support Activity, ATTN: IMKO-AB-LG-PCB , APO AP 96205-5333 to CDR, 19<sup>th</sup> SC (E) for disposition instructions.

## 6-6 Property Identification

All property turned in will be tagged with a manila tag listing as a minimum: NSN, Nomenclature, Serial Number, Make/Model, HR Number and Date (Figure 4-4).

## 6-7 Turn-In of Safes

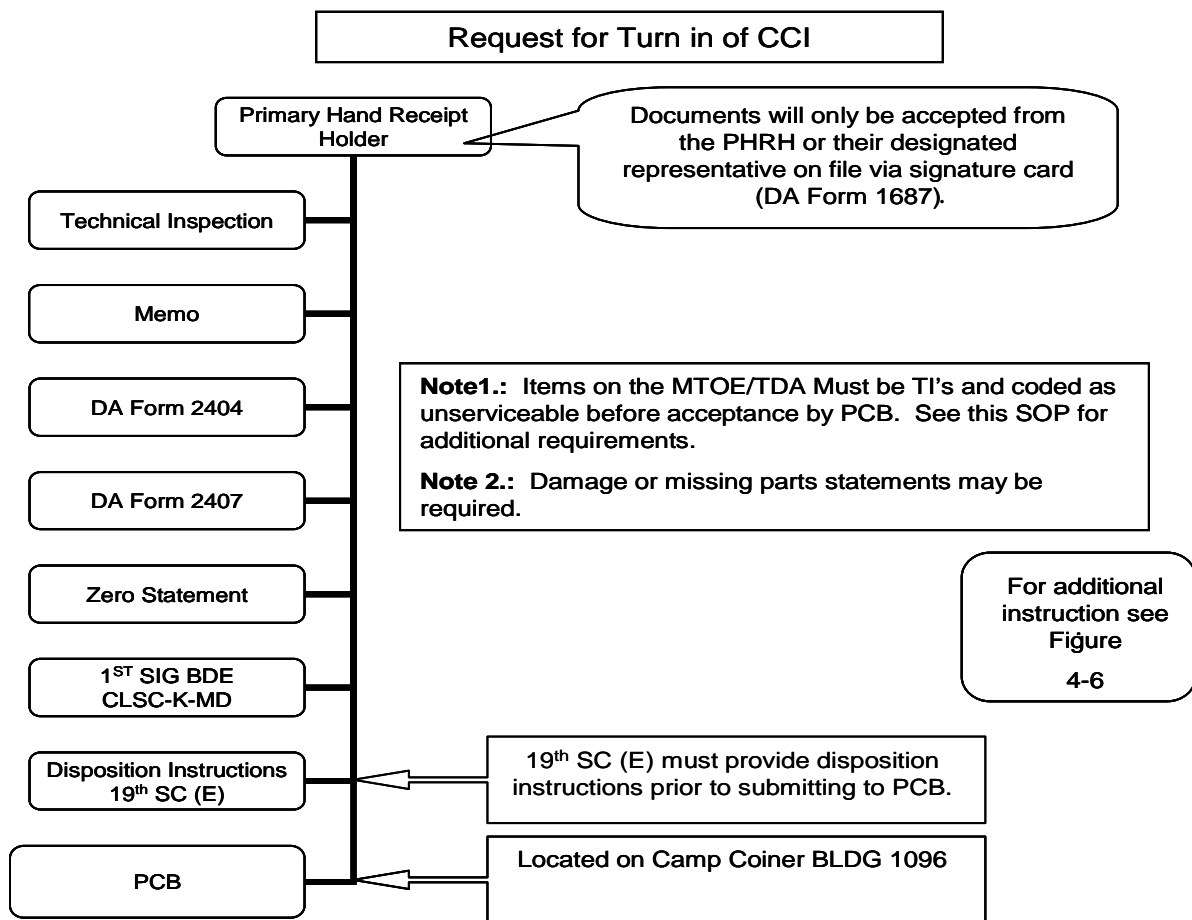
The following list contains file cabinets and safes that have been identified as having exposed friable or potentially loose asbestos:

7110-00-082-6111	7110-00-920-9310
7110-00-082-6112	7110-00-920-9320
7110-00-132-6481	7110-00-920-9328
7110-00-260-4941	7110-00-920-9342
7110-00-515-4475	7110-00-920-9343
7110-00-551-5259	7110-00-933-9157
7110-00-663-6360	7110-00-976-4852
7110-00-823-7022	7110-01-029-0389
7110-00-823-7023	7110-01-166-9023

The previously listed items request for turn-in will be made on a memorandum to PCB Warehouse with funding information. The Unit/Activity will be charged for the cost of the technical inspection.

## 6-8 Turn-In of CCI Equipment/STU/STE Phones

In addition to the TI paperwork the, DA Form 2404 and DA Form 5504 the DA Form 2407 is an acceptable substitution to the DA Form 5504. The customer is also required to provide a copy of the Zero Statement (Figure 4-6). This statement must be signed by the unit/organizations security officer. Turn-ins without the zero statement will not be accepted. Disposition Instructions from 19<sup>TH</sup> SC (E) must accompany all sensitive items (Figure 4-9). The technical Inspection (TI) will be performed only by the 1<sup>st</sup> Signal Brigade, CLSC-K-MD, Camp Coiner, Bldg #1096, Tel#: 724-8894/3557/3165. All Supported and Non-supported Customers are required to bring CCI items for turn-in to the PCB warehouse for turn in. **CCI items will not be picked up by PCB personnel.**



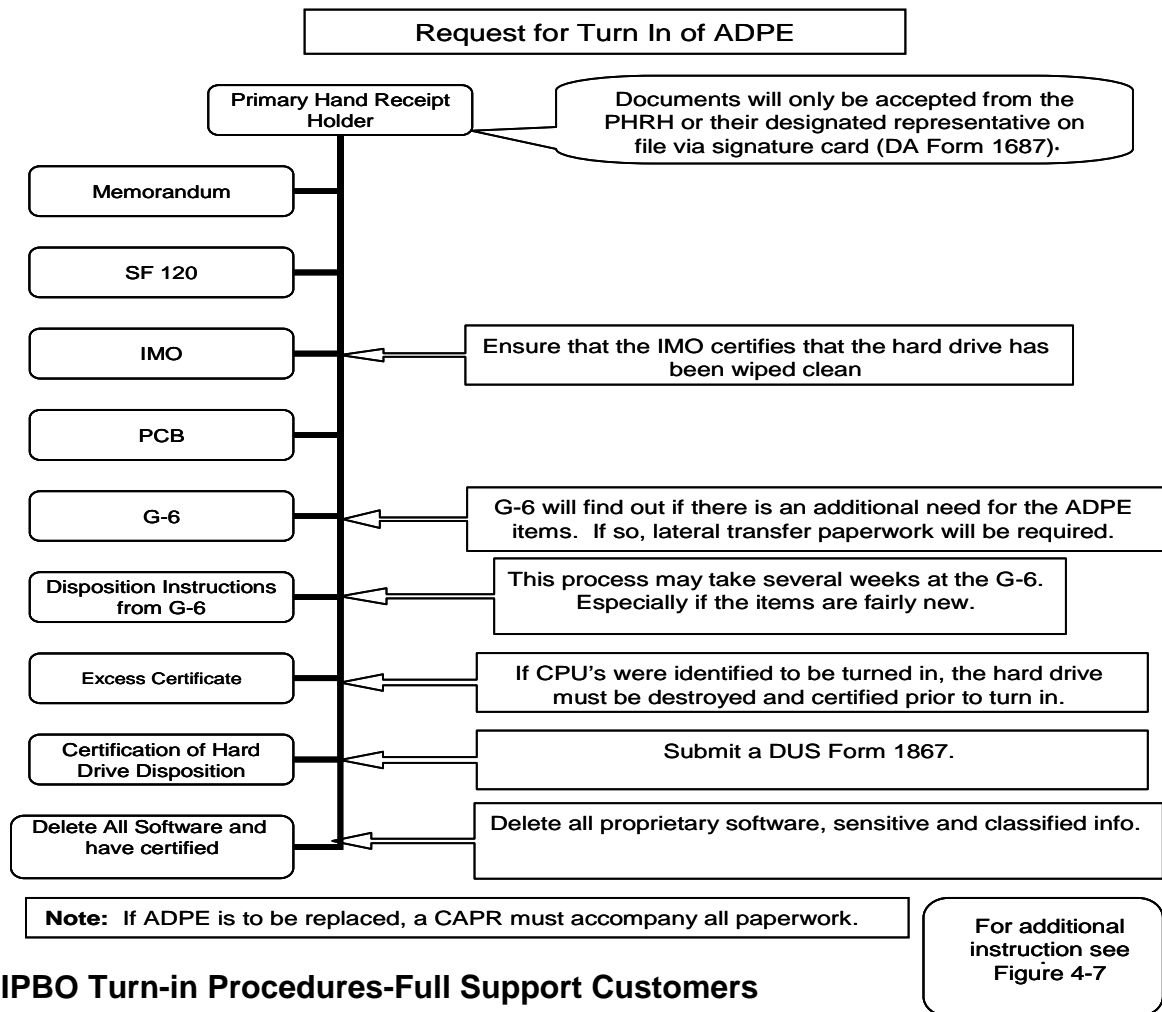
## 6-9 Turn-In of Automatic Data Processing Equipment (ADPE)

a. When ADPE is determined to be excess, the CDR/PHRH must complete an Excess Report, SF 120. IAW 8<sup>th</sup> U.S. Army Pamphlet 25-40. The PHRH will forward the Excess Report to his/her respective Information Management Officer (IMO) to check if a requirement exists elsewhere. After the IMO reviews the excess report, the report is forwarded to PCB. PCB assigns a control number, verifies and signs the Excess Report. (Figure 4-7).

b. When G-6 provides PCB disposition instructions, PCB will notify the PHRH of when to turn-in the ADPE. Remember, "The Excess Certification Form" (Figure 4-7) must be completed by the ISSO prior to turn-in. The Primary Hand Receipt Holder must also sign or have IMO complete the "Certification of Hard Drive Disposition" (Figure 4-7).

c. At the time it is to be removed from service, the PHRH will ensure all sensitive or classified information and all proprietary software has been deleted from disk and memory for the items listed on the Excess Report and will have a "Certification Form" (Figure 4-7) signed by the ISSO certifying that all information has been removed.

d. When existing ADPE is to be replaced, the Excess Report must accompany the CAPR ten days (10) prior to the required date IAW Eighth U. S. Army Reg. 25-1.



## 6-10 IPBO Turn-in Procedures-Full Support Customers

a. The requesting unit will prepare and submit a memorandum requesting turn-in along with DA Forms 2404 & 2407 to the Installation Property Book Team Chief. The memorandum and forms must be signed by the PHRH, and contain at minimum the following data:

- (1) Nomenclature of Item
- (2) NSN of Item
- (3) Location of Item
- (4) Quantity
- (5) Missing Parts Statement if necessary

(6) Requested Date of Turn-in. Units must submit the memorandum at least 15 working days prior to the requested pickup date. Memorandums submitted late will be processed as the workload permits.

b. The Installation Property Book Team Chief will review the memorandum for accuracy and completeness. Upon completion of the review, two copies of the memorandum will be made. The original copy of the memorandum and supported forms will be forwarded to the Warehouse Section.

c. The Maintenance Section will conduct a technical inspection. Upon completion, the PCB Warehouse Supervisor or his designated representative will contact the requesting unit to set up a pickup date IAW the requested date on the memorandum.

d. On the scheduled pickup date, the Warehouse personnel will pickup only those items listed or additional items with the same NSN's listed on the memorandum from the customer.

(1) For any item not picked up, the Warehouse personnel will line through the item, and initial the change on both copies of the memorandum.

(2) For any quantity changes, the Warehouse personnel will line through the quantity, enter the correct quantity, and customer initial the change on both copies of the memorandum.

(3) The warehouse personnel will sign both copies of the request for turn-in memorandum, acknowledging receipt of the items.

(4) The original copy of the memorandum will be given to the customer.

(5) The copy of the memorandum will be retained by the Warehouse personnel.

## **6-11 IPBO Turn-In Procedures -Non-Full Support Customers**

### **Unserviceable** (Condition Codes F and H)

(1) Non-Full Support Units will prepare and submit the required turn-in memorandum, DA Form 2404 and 2407 (Figure 5-2 and 5-3) to the Installation Property Book Team Chief.

(2) The Installation Property Book Team Chief or the respective Installation Property Book Technician will assign the appropriate document number.

(3) The unit will process the turn-in documentation through SP#51 to obtain the Material Release Order (MRO).

(4) Within 30 days after receipt of the MRO from SP#51, the unit will turn-in the items IAW the MRO, to either SP#51 or to DRMO.

(5) The unit will provide the completed turn-in documentation to the Installation Property Book Team Chief within three (3) working days after turning in the items for posting to the property book or respective hand receipt.

### **Serviceable** (Condition Codes B and C)

(a.) Non-Full Support Units will prepare and submit a memorandum requesting turn-in to the Installation Property Book Team Chief. The memorandum must be signed by the Primary Hand Receipt Holder, and contain at the minimum the following data:



- (1) Nomenclature of Item
- (2) NSN of Item
- (3) Location of Item
- (4) Quantity
- (5) Missing Part Statement if necessary

(6) Requested Date of Turn-in. Units must submit the memorandum and supported forms at least 10 days prior to requested pickup date. Memorandums submitted late will be processed when the workload permits.

(b.) The Maintenance Section will contact the requesting unit and establish inspection date.

(c.) On the scheduled turn-in date, Warehouse personnel will receive the furniture from the customer at the Camp Kim warehouse.

(1) For any item not picked up, the Warehouse personnel will line through the item, and initial the change on both copies of the memorandum.

(2) For any quantity changes, the warehouse personnel will line through the quantity, enter the correct quantity, and initial the change on both copies of the memorandum.

(3) The Warehouse personnel will sign both copies of the request for turn-in memorandum, acknowledging receipt of the furniture.

(4) The original memorandum will be given to the customer to maintain until proper posting to the PHRH's hand receipt for turn-in.

(d.) Request for Labor Support. Requesting manpower support to remove furniture, the PHRH must request support to remove old furniture or install new furniture through the 9th KSC Company, if not provided by the respective contractor.

## **SECTION VII**

### **PROCEDURES FOR INVENTORIES**

#### **7-1 General**

To track all of the property issued to organizations, periodic inventories are conducted to ensure that property is still in place and in a usable condition. AR 710-2, table 2-1 lists various types of inventories and how often they must be performed. A part of PCB's responsibility is to ensure that those inventories are accomplished when needed.

#### **7-2 Inventory Procedures-Change of PHRH**

a. When a change of PHRH is to take place the following procedures will be used to ensure that property accountability is maintained and that both the outgoing and incoming PHRHs are protected from loss of property. Change of Commanding Officer/PHRH inventories will be conducted IAW AR 710-2 and DA Pam 710-2-1 and as follows:

b. Prior to commencement of the change of PHRH inventory the outgoing (old) PHRH will make an appointment to update the HR (post change documents and sign the HR). At that time all transactions will be postponed (frozen) until the 100% inventory is completed and the updated HR is signed by the incoming PHRH.

c. Ensure that the Property Control Branch (PCB) is notified of change of responsible officer in a timely manner.

d. Ensure that the outgoing and incoming PHRH's jointly inventory the Unit/Activity property together. In the event the PHRH is not available or has departed without clearing his/her hand receipt with PCB, the Appointing Authority will be responsible for providing a suitable disinterested officer appointed to represent outgoing PHRH. Ensure that the Unit/Activity Supply Sergeant/Specialist is personally informed that all transactions must be posted to the hand receipt prior to initiating an inventory. If you are a new hand receipt holder or are assuming a hand receipt from someone, inventory all of the property, including components of end items, and verify all serial numbers before you sign the new hand receipt.

e. Require that the Unit/Activity Supply Sergeant/Specialist and outgoing PHRH furnish you copies of outstanding temporary hand receipts of property loaned to/from the Unit/Activity. Require that all outstanding temporary hand receipts be updated.

f. Verify the validity of pending DA Form 2407 (Maintenance Requests) with the pertinent maintenance support activities.

g. For items on sub-hand receipts, verify that the sub hand receipt holder is still authorized to have the property and is aware of his or her responsibilities to safeguard the property, and obtain a current inventory from him or her. Brief all subhand receipt holders of the importance of accurate accountability and the layout of their equipment for inventory purposes. Ensure that vehicles with OVE are displayed, crew served

weapons with all basic issue items, tool sets and kits open and complete with components, and ensure that up to date technical manuals and supply catalogs identifying pertinent basic issue items and components are available with the items.

h. Ensure that equipment found unserviceable during the inventory is immediately classified. If other than fair, wear, and tear, prompt action is initiated to fix or relieve responsibility for the damage IAW AR 735-5.

i. Ensure that, if required, you are assisted by qualified technical personnel.

j. Ensure that all excess equipment or supplies discovered during the inventory are secured and reported to the PCB for disposition/accountability after inventory and update.

k. Ensure that shortages for expendable components are on a valid requisition by verification of document number with the PCB Document register.

l. Ensure that nonexpendable and durable components that are missing are on valid shortage annex and are initialed and dated by the PBO.

m. Ensure that all nonexpendable components and controlled items,(i.e., durable items) discovered missing during the inventory are placed on relief of responsibility documents IAW AR 735-5.

n. Ensure that the copy of the hand receipt is identical to the original maintained by the PCB.

o. Ensure that discrepancies noted between the copy of the hand receipt and that of PCB's are immediately resolved.

p. Ensure that clothing and equipment appearing on your hand receipt are physically inventoried, do not use clothing records.

q. When a change of hand receipt holders is to take place, the following procedures will be used to ensure that property accountability is maintained and that both the outgoing and incoming hand receipt holders are protected from loss of property:

(1) Results of the inventory will be reported to the PBO after completion and the outgoing and incoming hand receipt holders will bring the hand receipt to the PCB. During the time of the inventory, the incoming hand receipt holder should annotate the results of the inventory in the first available column of the DA Form 2062 (Hand Receipt) and/or listing. At the time of the change of hand receipt holders the PCB will determine the method to account for any overages/shortages discovered during the inventory. The outgoing hand receipt holder will not be cleared of his responsibility until all appropriate actions have been initiated.

(2) Only after all appropriate changes have been made, the incoming hand receipt holder will be designated as the responsible hand receipt holder and the outgoing hand receipt holder will be released from responsibility. If a replacement isn't

available at that time the PHRH will coordinate with his/her Appointing Authority or immediate supervisor to appoint a suitable replacement in the interim.

(3) Hand receipt holders should conduct a change of property responsibility inventory at least thirty days(30) prior to their DEROS/Reassignment.

(4) Change of Commanding Officer/PHRH inventories will be IAW Eighth U. S. Army Suppl 1 to AR 710-2 Appendix H and as follows: "A copy of the PHRH appointment memorandum or CO assumption of command memorandum must be brought to the PCB."

r. Ensure that a new "Notice of Delegation of Authority-Receipt for Supplies" (DA Form 1687) is submitted to PCB.

s. Appointing Authority must up-date the DEROS of the PRHR within forty-five (45) days before his/her DEROS (See Figure 1-1)

### **7-3 Semi-Annual 100% and 10% Cyclic Inventories**

An inventory is a physical count of supplies and/or equipment on hand. All units/activities (PHRH's) are required to physically inventory 100% of the property on their HR at least annually IAW AR 710-2. The semi-annual inventory has been chosen by this Command for PHRH's to acquire a 100% inventory of property six months after their latest update. In addition to semi-annual inventories a 10% Cyclic inventory will be conducted by the PHRH. (See Figure 6-1). This will give the PHRH a 10% visibility of his/her property on a monthly basis. The PBO will designate items on the HR to be inventoried during that month. The 10% cyclic inventory will be available for the customer to pick up from the PCB every 15<sup>th</sup> of the month. If the 15<sup>th</sup> is on a non-working day of the month, It will be available for pick up on the next duty day. The suspense for returning the 10% inventory will be 45 calendar days from the 15<sup>th</sup> of the previous month. Your actual suspense date will be attached to your inventory in memorandum format. If we have not received your completed inventory by the 20<sup>th</sup> of the month, we will attempt to contact you. If we are unsuccessful at obtaining your inventory prior to the 30<sup>th</sup> of the month, a delinquency notice will be sent through the DOL to your Chain of Command, Appointing Authority or immediate supervisor. To conduct a proper inventory, take the following steps:

a. Verify all hand receipts are current and all turn-ins and issues (change documents) have been posted to your copy of the HR.

b. If you have some items that are subhand receipted to your subordinates--

(1) Instruct the SHRH to do an inventory (if cyclic, identify the items to be inventoried).

(2) Ensure that the SHRH has a current copy of the subhand receipt to use to conduct the inventory.

(3) Require a written response from the SHRH stating the date and results of the inventory.

c. Physically locate and count each item listed on your HR that is not listed on a valid subhand receipt. If possible all items should be brought to one central location. If the item has a serial number, verify that the number on the item matches the serial number shown on your HR.

(1) When you have several of the same item, affix a unique sticker with a discrete number or other identifying mark to each individual item as it is counted. If the items are too small to tag, collect them all in one place in a container and count them all at the same time. This will help preclude counting the same item twice.

(2) If the items being counted are Set, Kits or Outfits (SKO), use the CL or current SC to ensure all the required tools, parts, and so on, are in place or otherwise accounted for (shortage annex) before considering the SKO as on hand. When possible use a mat or locator sheet that shows the outline and has a place for each required item. This ensures all items are correctly identified and counted.

(3) When items are spread among several locations, inventory all like items at the same time to preclude items from being moved during the inventory and being double-counted or missed.

d. Look over each item when it is counted to ensure it has no obvious damage or other indications that it might be unserviceable; for example, scars, across the top of a radio case or a broken handle on a screwdriver.

e. Report to the PCB any excess property discovered during the inventory. If additional quantities (more than are posted to your HR) are found, turn them in to your PCB or have the PCB add them to your HR.

f. Complete the inventory as soon as possible. Do not delay completion of the inventory because you are trying to locate missing equipment.

g. Prepare a memo showing the results of the inventory. Note any shortages. Sign and date the memo. If you are the PHRH, send it to the PCB. If you are the SHRH, send it to your PHRH. Keep one copy in your file.

h. Initiate adjustment action (such as, cash collection voucher, statement of charges, or Financial Liability Investigation of Property Loss) for any missing items per [AR 735-5](#). If the items are found later, adjustment documents can be changed or canceled accordingly.

i. Make sure your HR is adjusted to reflect the results of your inventory.

j. The results of the inventory will be reported to PCB, ATTN: IMKO-AB-LG-PCB no later than the last working day of each month.

k. The report will identify any discrepancies noted during the inventory, i.e., differences in hand receipt balance, inventory balance, damaged items, serial number, etc.

l. Failure to conduct required inventories and/or submit required inventory reports is in violation of AR 710-2 and DA Pam 710-2-1 inventory requirements.

m. Excess property found during inventories will be brought to the attention of PCB. Overages may be picked-up on the hand receipt or they may be turned-in.

#### **7-4 Monthly Explosives and Hazardous Item Inventories**

In accordance with AR 710-2, para 2-12d, (Table 2-1) and DA Pam 710-2-1, para 9-9, all hand receipt holders are required to conduct a monthly explosives and hazardous items inventory (See Figure 6-1).

a. The results of the inventory will be reported to PCB, ATTN: IMKO-AB-LG-PCB not later than the last working day of each month.

b. The report will identify any discrepancies noted during the inventory, i.e., differences in hand receipt balance, inventory balance, damaged items, serial number, etc.

c. Failure to conduct required inventories and/or required inventory reports are in violation of AR 710-2 and DA Pam 710-2-1 inventory requirements.

d. Excess property found during inventories will be brought to the attention of the PCB. Overages may be picked-up on the hand receipt or they may be turned-in to the Property Control Branch.

#### **7-5 Quarterly Sensitive Items and CCI Items Inventory**

In accordance with AR 710-2, para 2-12d, (Table 2-1) and DA Pam 710-2-1, para 9-9, all hand receipt holders are required to conduct a quarterly sensitive items inventory (See Figure 6-1)

a. The results of the inventory will be reported to PCB, ATTN: IMKO-AB-LG-PCB not later than the last working day of each month.

b. The report will identify any discrepancies noted during the inventory, i.e., differences in hand receipt balance, inventory balance, damaged items, serial number, etc. If there are discrepancies, the PHRH must initiate an insecurity report IAW DA Pam 710-2-1, Para 9-9 (9) (b) (see figure 6-1).

c. Failure to conduct required inventories and/or required inventory report is in violation of AR 710-2 and DA Pam 710-2-1 inventory requirements.

d. Excess property or overages found during inventories will be brought to the attention of the PCB. Excess property may be picked-up on the hand receipt or may be turned-in to the Property Control Branch.

#### **7-6 Task Force/Rear Detachment Inventory**

In accordance with the interim change message, dtd 22 Nov 2005, to AR 710-2 table 2-2, the task force/rear detachment inventory is required whenever a HRH is split into more than one hand receipt (each to be signed by different individuals). To accommodate task forces, deploying units with rear detachments or when two or more

Hand receipts are combined. This inventory will be verified by the next higher Commander prior to the departure of the task force/ deploying unit or the inventory will be verified within 30 days of the combination of multiple hand receipts into one. A derivative unit identification code (DUIC).

## **7-7 Deployment/Redeployment Inventory**

In accordance with the interim change message, dtd. 22 Nov 2005, to AR 710-2 table 2-2, a deployment/redeployment inventory is required prior to unit movement so that hand receipts reflect unit equipment posture at the time of movement. The verification of this inventory will be a requirement of certification of deployment and clearance for redeployment.

## **SECTION VIII**

### **PROCEDURES FOR FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL)**

#### **8-1 General**

A Financial Liability Investigation of Property Loss documents the circumstances concerning the loss, damage, or destruction of government property and serves as, or supports, a voucher for adjusting the accountable property records. It also documents a charge of financial liability assessed against an individual/entity, or relief from liability. It is always a good idea to file a military police report upon discovery of any loss, damage, or destruction of government property to attach as an exhibit to a Financial Liability Investigation of Property Loss (FLIPL)

#### **8-2 Mandatory initiations of a FLIPL**

Mandatory initiations of a Financial Liability Investigation of Property Loss are prescribed in Chapter 13, AR 735-5 and Eighth U. S. Army Supplement 1 to AR 735-5. Mandatory initiation of a Financial Liability Investigation of Property Loss occurs when:

- a. Negligence or willful misconduct is suspected, the individual does not admit liability and refuses to make voluntary reimbursement for the full value of the loss, less depreciation.
- b. The accountable shortages are discovered as a result of an inventory unless voluntary reimbursement is made for the full amount by the responsible/accountable individual.
- c. The value of admitted loss, damage or destruction exceeds the individuals' monthly basic pay.
- d. The loss, destruction, or adjustment involves a sensitive item such as a weapon, STU/STE secure telephone, secure data device, electronic keying device, secure radio set, etc. Controlled Cryptographic Items must be reported using a COMSEC incident report to the director of USACSLA at Fort Huachuca Arizona (figure 8-4)
- e. The loss resulted from a fire, theft or natural disaster such as a flood.

#### **8-3 Initiate and Process of an FLIPL**

Initiate a Financial Liability Investigation of Property Loss IAW the timeline below:

- a. Within fifteen (15) days following the date of the discovery of the loss, damage or destruction of government property under normal circumstances.
- b. IAW AR 735-5, para 13-8, any time a report of a Financial Liability Investigation of Property Loss is initiated, it must be presented to the Appointing Authority no later than fifteen (15) calendar days after the date of discovering the loss, damage or destruction of government property. Should a Financial Liability Investigation of



Property be initiated after the fifteen (15) day period, a letter of lateness must be included with the Financial Liability Investigation of Property. PCB will not accept a late Financial Liability Investigation of Property without an appropriate letter of lateness included as an exhibit. When a delay in the processing time occurs, a memorandum of lateness will be provided by the responsible person explaining the reason will be included in or appended to the DD Form 200 as an exhibit (See Figure 3-7).

- c. Submit all documents with exhibits labeled IAW AR 735-5 paragraph 13-10.

#### **8-4 Preparation of a Financial Liability Investigation of Property Loss**

A Financial Liability Investigation of Property Loss is prepared on a DD Form 200 (Figure 3-6). The original must be printed with the second page on the reverse side of the front page. Provide one (1) original and three (3) copies.

- a. Basic requirements and instructions to prepare a DD Form 200 are described/explained in Chapter 13, AR 735-5 and figure # 3-6. The initiator of a Financial Liability Investigation of Property Loss will normally be the Primary Hand Receipt Holder or the Accountable Officer. When the Primary Hand Receipt Holder or the accountable officer is not available, the person with the most knowledge of the incident will serve as the initiator.

#### **8-5 Preparation of a Checklist and Tracking document for Financial Liability Investigation of Property Loss**

When the DD Form 200 is prepared to investigate the loss of Government Property, it will be attached to a checklist and tracking document for financial liability investigation of property loss (DA Form 7531). This form will be used as a checklist and for tracking events as they occur throughout the investigation. The form will be prepared IAW AR 735-5 Chapter 13-9.

# Investigation of Property Loss Time Segments With Appointing Authority

## Step 1 Investigation of Property Loss Initiation Process

- Starts with the discovery of the loss**
- Preliminary search for the missing item(s)
  - Identification of the missing, damaged, or destroyed item(s) using Army portion of FEDLOG
  - Gather dates and circumstances
  - Initiation of the Investigation of Property Loss, DD Form 200
  - Complete the narrative portion
  - Get document/voucher number assigned
  - Provide the investigation of property loss to the appointing authority

- End of the initiation process
  - 15 Days Active Army
  - 75 Days USAR
  - 45 Days ARNG

## Step 2 Investigation of Property Loss Investigation and Recommendation Process

**Starts after the document/voucher number is assigned by the accountable officer and the investigation of property loss is provided to the appointing authority**

- Investigating officer appointed if appropriate
- Review the property records
- Obtain statements
- Ascertain the facts
- Determine the proximate cause
- Calculate the amount of the loss
- Make recommendation
- If financial liability is recommended, notify the individual(s)
- Consider respondent's rebuttal statement
- Review by the appointing authority
- Decision by the appointing authority
- Provide to the approving authority

- End of the investigation and recommendation process
  - 40 Days Active Army
  - 85 Days USAR
  - 75 Days ARNG

- Cumulative days
  - 55 Days Active Army
  - 160 Days USAR
  - 120 Days ARNG

## Step 3 Investigation of Property Loss Adjudication Process

**Starts upon receipt of the investigation of property loss by the approving authority, from the appointing authority**

- Approving authority assigns the inquiry/investigation number
- Review by the approving authority
- JAG Review (When assessment of financial liability is sought)
- Decision by the approving authority

- End of the adjudication process
  - 20 Days Active Army
  - 80 Days USAR
  - 30 Days ARNG

- Cumulative days
  - 75 Days Active Army
  - 240 Days USAR
  - 150 Days ARNG

## Step 4 Notify individual being charged

- 30 Days Active Army
- 30 Days USAR
- 60 Day ARNG

## Step 5 Provide to FAO/USPFO for collection

- 1 Day Active Army
- 1 Day USAR
- 1 Day ARNG

**Note 1:** Time used to notify the respondent of the investigating officer's recommendation to assess financial liability is not counted against the time constraints for step 2.  
**Note 2:** Time used to notify the respondent of the approving authority's decision to assess financial liability is not counted against the time constraints in step 3.

DUTY APPOINTMENT FOR HAND RECEIPT HOLDERS  
(LETTER HEAD)

Office Symbol

4 March 2006

MEMORANDUM FOR CPT April D. Ward, HQ Area II Support Activity, APO AP 96205-5333

SUBJECT: Duty Appointment

1. Effective 4 March 2000 the individual named above is appointed as primary hand receipt holder for property assigned to the Financial Management Division and DCA HQ Area II Support Activity, HR#123.

2. Authority:

- a. AR 710-2, Para 2-5 g (3) (a), and 2-10 a, f, and g.
- b. AR 735-5, Para 2-8.
- c. DA Pam 710-2-1, Para 5-1, 5-3 and 5-4.

3. PCB External SOP

4. Purpose: To perform duties as prescribed by authority shown above. The appointing authority should ensure that the appointed Hand Receipt Holder is not allowed to PCS without signing property over to another Hand Receipt Holder. Reference to DA Pam 710-2-1, Para 5-3 d (2) (b).

5. Period: Indefinite or until officially relieved.

6. Special Instructions: Read and comply with the provisions of the cited regulations in para. 2, and PCB External SOP listed in para. 3 above. Ensure this duty appointment is updated annually.

JAMES M. SMITH  
LTC, IN  
Directorate of Community Activities

FIGURE 1-1

DEPARTMENT OF THE ARMY  
Headquarters, Area II Support Activity  
Unit #15333  
APO AP 96205-5333

IMKO-AB-LG-PCB

30 AUG 2006

MEMORANDUM FOR Commanders, Director, and/or Section Chief

SUBJECT: DEROS Update of Primary Hand Receipt Holder (PHRH)

1. Request appointing authority update DEROS of primary hand receipt holder or appoint another primary hand receipt holder.
2. Authority:
  - a. AR 710-2, para. 2-5g(3)(a)
  - b. AR 735-5, para. 2-8
  - c. DA Pam 710-2-1, para. 5-1, 5-3, and 504
3. Present Primary Hand Receipt Holder DEROS is within 45 days of Permanent Change of Duty Station (PCS) date. Request you provide this office with a new duty appointment or update of the present PHRH DEROS date.
4. POC for this action is the undersigned.

//original signed//  
STEPHEN F. KANG  
GS-11, Property Book Officer

FIGURE 1-2

Sample of a completed DA Form 1687

43

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <small>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</small>		DATE 12 July 03
<b>AUTHORIZED REPRESENTATIVE(S)</b>		
ORGANIZATION RECEIVING SUPPLIES 8th U.S. Army G-4	LOCATION Yongsu, Korea	

**LEGEND:**

**(3) Date** Enter the calendar date the form is prepared.

**(2) Organization Receiving Supplies** Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.

**(3) Location** Enter the name of the installation on which the unit is located.

**Authorized Representative(s)**

**(4) Last Name, First Name, Middle Initial** Enter the name and rank of the person(s) authorized to request or receive equipment. Also enter the person's rank, and above the person's name, enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities. Enter 'not used' on next available line when all lines are not used.

**(5) Social Security Number** Leave blank.

**(6) REQ/REC** Enter 'YES' in this block for each person authorized to request supplies. Otherwise, enter "NO." Enter 'YES' in this block for each person authorized to receipt for supplies. Otherwise, enter "NO."

**(7) Signature and Initials** Enter the signature and initials of authorized representatives.

**Authorization by Responsible Officer or Accountable Officer**

**(8) Delegates To** Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Request and/or receive Class 2, 4, 7 and 9 supplies as shown above. ."

**Withdraws From** Leave blank. Procedures for adding and deleting persons are not authorized for class 5 supplies.

**(9) Remarks** "Enter Property Book Office"

**(10) Unit Identification Code** Enter the assigned UIC.

**(11) DODAAC/Account Number** Enter the unit DODAAC and any locally assigned account number.

**(12) Last name - first name - middle initial** Enter name of responsible person.

**(13) Grade** Enter grade or rank of responsible person.

**(14) Telephone Number** Enter the office telephone number of responsible person.

**(15) Expiration Date** Enter expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.

**(16) Signature** Enter signature of responsible person. Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials will be either printed in ink or typewritten. The signatures, (payroll) and initials will be written in ink.

**See DA PAM 710-2-1, para 2-32 for additional instructions on the use of this form.**

FIGURE 1-3

Pg 1 of 3

## Sample of a completed DA Form 1687 (ADDITION)

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <small>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</small>					DATE 15 November 03	
<b>AUTHORIZED REPRESENTATIVE(S)</b>						
ORGANIZATION RECEIVING SUPPLIES 8th US Army G4				LOCATION Yongsan, Korea		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ    REC		SIGNATURE AND INITIALS		
DOE, JANE M.	X	YES	YES	<i>Jane M. Doe</i> <i>JMD</i>		
SMITH, LARRY A.		YES	YES	<i>Larry A. Smith</i> <i>LAS</i>		
JONES, MARK T.		YES	NO	<i>Mark T. Jones</i> <i>MTJ</i>		
NOT USED						
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>						
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Request and/or receive Class 2, 4, 7 and 9 supplies as shown above.						
REMARKS Property Book Office      Added, previous editions remain in effect.						
<b>I ASSUME FULL RESPONSIBILITY</b>						
UNIT IDENTIFICATION CODE WDMHAA				DODAAC/ACCOUNT NUMBER W81BRN		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		
OAKES, ARCHIE L.	O-4	723-7900	11 July 04	<i>Archie L. Oakes</i>		

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V3.00

### LEGEND:

- (1) **Date** Enter the calendar date the form is prepared.
  - (2) **Organization Receiving Supplies** Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.
  - (3) **Location** Enter the name of the installation on which the unit is located.
  - Authorized Representative(s)**
  - (4) **Last Name, First Name, Middle Initial** Enter the name and rank of the person(s) authorized to request or receive equipment. Also enter the person's rank, and above the person's name, enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities. Enter 'not used' on next available line when all lines are not used.
  - (5) **Social Security Number** Leave blank.
  - (6) **REQ/REC** Enter 'YES' in this block for each person authorized to request supplies. Otherwise, enter "NO." Enter 'YES' in this block for each person authorized to receipt for supplies. Otherwise, enter NO.
  - (7) **Signature and Initials** Enter the signature and initials of authorized representatives.
  - Authorization by Responsible Officer or Accountable Officer**
  - (8) **Delegates To** Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Request and/or receive Class 2, 4, 7 and 9 supplies as shown above." **Withdraws From** Leave blank.
  - (9) **Remarks** "Enter Property Book Office" then enter " Added, previous editions remain in effect."
  - (10) **Unit Identification Code** Enter the assigned UIC.
  - (11) **DODAAC/Account Number** Enter the unit DODAAC and any locally assigned account number.
  - (12) **Last name - first name - middle initial** Enter name of responsible person.
  - (13) **Grade** Enter grade or rank of responsible person.
  - (14) **Telephone Number** Enter the office telephone number of responsible person.
  - (15) **Expiration Date** Enter expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.
  - (16) **Signature** Enter signature of responsible person. Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials will be either printed in ink or typewritten. The signatures, (payroll) and initials will be written in ink.
- See DA PAM 710-2-1, para 2-32 for additional instructions on the use of this form.**

FIGURE 1-3

### Sample of a completed DA Form 1687 (DELETION)

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <small>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</small>					DATE 18 December 03	
<b>AUTHORIZED REPRESENTATIVE(S)</b>						
ORGANIZATION RECEIVING SUPPLIES 8th US Army G4				LOCATION Yongsan, Korea		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ    REC		SIGNATURE AND INITIALS		
DOE, JANE M.	X	YES	YES	<i>Jane M. Doe</i> <i>JMD</i>		
SMITH, LARRY A.		YES	YES	<i>Larry A. Smith</i> <i>LAS</i>		
JONES, MARK T.		NO	NO			
NOT USED						
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>						
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input checked="" type="checkbox"/> WITHDRAWS FROM    THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Request and/or receive Class 2, 4, 7 and 9 supplies as shown above.						
REMARKS Property Book Office      Deleted. Other personnel listed remain in effect.						
<b>I ASSUME FULL RESPONSIBILITY</b>						
UNIT IDENTIFICATION CODE WDMHAA				DODAAC/ACCOUNT NUMBER W8LBRN		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		
OAKES, ARCHIE L.	O-4	723-7900	11 July 04	<i>Archie L. Oakes</i>		

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V3.00

**LEGEND:**

- (1) **Date** Enter the calendar date the form is prepared.
  - (2) **Organization Receiving Supplies** Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.
  - (3) **Location** Enter the name of the installation on which the unit is located.
  - Authorized Representative(s)**
  - (4) **Last Name, First Name, Middle Initial** Enter the name and rank of the person(s) authorized to request or receive equipment. Also enter the person's rank, and above the person's name, enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities. Enter 'not used' on next available line when all lines are not used.
  - (5) **Social Security Number** Leave blank.
  - (6) **REQ/REC** Enter 'YES' in this block for each person authorized to request supplies. Otherwise, enter "NO." Enter 'YES' in this block for each person authorized to receipt for supplies. Otherwise, enter "NO."
  - (7) **Signature and Initials** Enter the signature and initials of authorized representatives. The personnel to be deleted do not sign or initial the card.
  - (8) **Delegates To** Leave blank.
  - (2) **Withdraws From** Enter an "X" in this box, circle this block using colored pencil or ink.
  - (9) **Remarks** "Enter Property Book Office" then enter "Deleted. Other personnel listed remain in effect."
  - (10) **Unit Identification Code** Enter the assigned UIC.
  - (11) **DODAAC/Account Number** Enter the unit DODAAC and any locally assigned account number.
  - (12) **Last name - first name - middle initial** Enter name of responsible person.
  - (13) **Grade** Enter grade or rank of responsible person.
  - (14) **Telephone Number** Enter the office telephone number of responsible person.
  - (15) **Expiration Date** Enter expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.
  - (16) **Signature** Enter signature of responsible person. Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials will be either printed in ink or typewritten. The signatures, (payroll) and initials will be written in ink.
- See DA PAM 710-2-1, para 2-32 for additional instructions on the use of this form.**

FIGURE 1-3

The following is a listing of Area II Support Activity, Hand Receipt Accounts which will be provided full-support by PCB, Area II Support Activity. This support will consist of processing issues, turn-ins, pick up and delivery of equipment for these accounts.

## Hand Receipt #

1	2	3	4	5	8	9	10	11	12	13	15
16	17	18	20	21	22	24	26	28	29	30	32
33	34	36	39	40	41	42	43	46	48	49	50
51	52	53	54	56	57	58	59	61	62	64	65
66	67	69	73	75	76	79	80	81	83	84	85
86	90	91	95	96	97	98	99	100	101	102	103
104	105	106	107	108	109	111	112	113	114	115	116
117	118	119	120	121	122	123	124	125	126	127	128
129	130	131	132	133	134	135	136	137	138	139	140
142	143	144	146	148	149	150	151	152	155	156	157
158	159	161	162	163	164	165	166	167	168	170	171
172	174	175	176	177	187	178	180	181	182	183	184
185	186	188	189	190	191	192	193	194	195	196	197
198	199	200	201	202	203	205	208	209	210	211	212
213	214	215	216	217	218	219	220	221	222	223	224
230	231	232	233	234	235	236	237	238	240	241	242
243											

FIGURE 2-1



**GOVERNMENT VISA CREDIT CARD REQUEST/RECEIPT INFORMATION**

STAFF ACTIVITY (Div/Branch)	Organization	Type of Supplies	Requisition Number (FY/Month Order Nr)
G-1	8th Army	SSSC	
		Other	<b>X</b>

**1. REQUEST THE FOLLOWING ITEM (S) BE PURCHASED WITH THE GOVERNMENT CREDIT CARD:**

ITEM	DESCRIPTION	QTY	UNIT PRICE (W)	TOTAL PRICE (W)
1	Samsung # TP-29j10 27" Flat TV/DVD/VCR Combo	1	\$499.00	\$499.00
2	Television Wall Mount	1	\$80.00	\$80.00
			TOTAL (\$)	\$579.00

**2. SOURCE OF SUPPLY/SERVICE:**

<b>COMPANY NAME:</b> AAFES Main Exchange, Yongsan, APO AP 96205	<b>POC:</b> Power Zone, DSN 724-4365
<b>COMPANY ADDRESS:</b>	<b>Phone Number:</b>

Signature Block & Signature of Requester: <i>Johnny Doe</i>	Date: 24-Nov-06	Signature of Property Book Officer: <i>Stephen Kang</i>	Date:
CLS Service #	SSP #	APC:	
Signature Block & Signature of Approving Official: <i>James Smith</i>	Date:	Signature Block & Signature of ADP Manager:	Date:

### 3. FUNDS AVAILABILITY / CERTIFICATION (DRM - COMMAND BUDGET ANALYST)

Program Director	MDEP:	APC Code:	Command Budget Analyst:	Date:
Budget Analyst Remarks:				

4. I HAVE RECEIVED THE ABOVE REQUESTED ITEMS, AS ANNOTATED ON THE INVOICE, FROM THE CHARDHOLDER

Signature Block of Receiver (Printed/Typed)	Signature	Position Title	Date
--	-----------	----------------	------

\* Mandatory sources of supply was checked: GSA, SSA, PBO, etc, to determine if the item is available.  
IMPAC Credit Cardholder's signature:

FIGURE 2-2

DEPARTMENT OF THE ARMY  
Headquarters, Area II Support Activity  
Unit #15333  
APO AP 96205-5333

IMKO-AB-LG-PCB

10 March 2006

MEMORANDUM FOR All Customer of PCB

SUBJECT: Procedure for Processing PR's Thru PCB

1. In order to process a Purchase Request through PCB all documents must be initiated by a PRweb requester thru the Section/Division Hand Receipt Holder. The Statement of Work must be submitted to us electronically in MS Word format only.

2. If the request is submitted manually, then the memorandum requesting the initiation of the PR must be routed thru the program budget and certifying budget office before delivery to PCB.

3. Routing for Processing PR's thru PCB using PRweb.

a. Area II Support Activity: (1) PCB Purchasing Agent  
(2) Purchasing Agent Supervisor  
(3) IPBO  
(4) PCB Branch Chief  
(5) Budget  
(6) PRC Custodian (PD2)

b. HQ Activity routed: (1) PCB Purchasing Agent  
(2) Purchasing Agent Supervisor  
(3) PBO  
(4) PCB Branch Chief  
(5) Budget  
(6) PRC Custodian (PD2)

c. IPBO Customer RM routed: (1) PCB Purchasing Agent  
(2) Purchasing Agent Supervisor  
(3) IPBO  
(4) PCB Branch Chief  
(5) Budget  
(6) PRC Custodian (PD2)

3. POC is Mr. Cho at 723-8011.

//original signed//  
RONNIE PADGETT  
Chief, Property Control Br.

FIGURE 2-3

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>										Form Approved OMB No. 0704-0248	
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, D.C. 20503.											
<b>SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</b>											
1. PROC. INSTRUMENT IDEN. (CONTRACT) <b>IMPAC</b>				(ORDER) NO.		6. INVOICE NO./DATE		7. PAGE OF		8. ACCEPTANCE POINT	
2. SHIPMENT NO. DOCUMENT #		3. DATE SHIPPED		4. B/L TCN		5. DISCOUNT TERMS					
9. PRIME CONTRACTOR ENTER THE VENDOR'S NAME AND ADDRESS						10. ADMINISTERED BY					
11. SHIPPED FROM (If other than 9)						12. PAYMENT WILL BE MADE BY					
13. SHIPPED TO See shipping address information at the bottom of this page.						14. MARKED FOR					
15. ITEM NO.		16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)				17. QUANTITY SHIP/REC'D*		18. UNIT		19. UNIT PRICE	
		1 Printer, Laserjet, Model #: 5500, Make: Samsung SN: 123ABC456				1		EA		1,500.00	
										1,500.00	
21. CONTRACT QUALITY ASSURANCE						22. RECEIVER'S USE					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>A. ORIGIN</b></p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> </div> <div style="width: 45%;"> <p><b>B. DESTINATION</b></p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> </div> </div>						<p>Quantities shown in column 17 were received in apparent good condition except as noted.</p> <p style="text-align: right; font-style: italic;">Primary H. Holder</p>					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>DATE _____ SIGNATURE OF AUTH GOV'T REP _____</p> <p>TYPED NAME AND OFFICE _____</p> </div> <div style="width: 45%;"> <p>DATE _____ SIGNATURE OF AUTH GOV'T REP _____</p> <p>TYPED NAME AND TITLE _____</p> </div> </div>						<p>DATE RECEIVED _____ SIGNATURE OF AUTH GOV'T REP _____</p> <p>TYPED NAME AND OFFICE _____ FULL NAME OF PHRH _____</p> <p>UNIT NAME _____ HAND RECEIPT NUMBER _____</p>					
23. CONTRACTOR USE ONLY						<p><small>* If quantity received by the Government is the same as quantity shipped, indicate by ( ✓ ) mark, if different, enter actual quantity received below quantity shipped and encircle.</small></p>					

DD Form 250, NOV 92
Previous edition may be used.
USAPPC V2.00

\*The shipping or delivery address for all requests will be as follows:

Area II Support Activity PBO Building 1232, Camp Kim Warehouse, UNIT # 15333, APO AP 96205

\*All requests for computers will be shipped or delivered to the following:

PSA, 1<sup>st</sup> SIG BDE (USAISC), Unit 15022, Building 1730, Camp Market, Bupyong, ROK

\*All requests for furniture will be shipped directly to the requestor, PHRH or unit.

Figure 2-4

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W807YL6174N001		PAGE 1 OF 7	
2. CONTRACT NO. GS-29F-0005K		3. AWARD/EFFECTIVE DATE 30-Jun-2006		4. ORDER NUMBER W91QVN-06-F-6080		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
9. ISSUED BY US ARMY CONTRACTING COMMAND KOREA UNIT #15289 APO AP 96205-5289		CODE W91QVN		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
12. DISCOUNT TERMS Net 30 Days		15. DELIVER TO  <b>SEE SCHEDULE</b>		16. ADMINISTERED BY USACCK-SUPPLY TEAM POC: MS. CHOE, SU-KYONG TEL: 0505-724-6673 CHOESUKY@KOREA.ARMY.MIL APO AP 96205-5289		CODE W91QVN	
17a. CONTRACTOR/OFFEROR MYUNGKYUNG INDUSTRIAL CO LTD "YI SIN IL" 883 34 MUNWHADONG KUNSANSI CHONBUKDO KORE CHONBUKDO KOREA 573-140 FACILITY CODE		CODE 559KS		18a. PAYMENT WILL BE MADE BY 175TH FINANCE COMMAND ATTN: ACCOUNTS PAYABLE BRANCH UNIT #15300 APO AP 96205-5300		CODE W81C1C	
TEL: (063) 467-9517		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE SCHEDULE</b>						
25. ACCOUNTING AND APPROPRIATION DATA  <b>See Schedule</b>						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>\$7,043.36</b>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  <i>Unhui Ko</i>		31c. DATE SIGNED 30-Jun-2006	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) MRS. KO, UN-HUI / CONTRACTING OFFICER TEL: (0505) 724-6673 EMAIL: Ko.Unhui@korea.army.mil			

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 4/2002)  
Prescribed by GSA  
FAR (48 CFR) 53.212

FIGURE 2-5

## Import Declaration Certification

2. 입항 Date of Entry 23th Jul 06		부호 Code No.		(USFK Reg 55-72)  <b>DANZAS</b> 주한 미군용 수입 신고서  Import Declaration Certification USFK ROK-US SOFA		11. 세관부호 Customs Code No.																	
AWB BL NO BNA 2UN6573						12. 수입 품 별 Sort of Import																	
4. 적재선(기)명 Name of Vessel (Aircraft)		JL 959				13. 신고번호 Declaration No.																	
적재선(기) 국적 Nationality of Vessel (Aircraft)		US				15. 신 고 Date of Declaration <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>계</td> <td>주무</td> <td>과장</td> </tr> <tr> <td rowspan="3" style="writing-mode: vertical-rl; text-align: center;">결  제</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>					계	주무	과장	결  제									
	계	주무	과장																				
결  제																							
5. 적출국(지) Country of Shipment		US																					
6. 입항지 Place fo Entry		KOREA																					
7. 생산지, 원산국(지) USA																							
8. 장치장소		ICN																					
21. 품 명 및 규 격		22. 총량 KG	23. 수량 QUANTITY	24. 단위 CTN	25. 신고 가격 DECLARED VALUE	27. 세 번 HEADING	28. 부호 CODE																
COMPUTERS AND PARTS		47.6	4	CTN	US\$3,929.68																		
35. 비고 Remarks		계 Total	47.6	4	CTN	US\$3,929.68	/																
45. 기호, 번호, 포장 종류와 개수 Markings, Numbering, Type and Number of Packages					48. 첨부서류 Attached herewith if any																		
상기 물품은 SOFA 제9조 제2항에 의거 주한 미군용으로 수입 되는 것임을 증명함. I hereby certify the import of the above goods for use of USFK in accordance with the ROK-US SOFA, Article IX, Paragraph 2.					송 품 장 Invoice 포장명세서 Packing List 원산지증명 Certificate of Origin 운임명세서 Freight Sheet 보험영수증 Receipt of Insurance 선화증권사본 Copy of B/L Others																		
신고자 성명 Name and Signature of Declarant 					통관장교 서명 Signature of Customs Clearance officer 					47. 면허 및 면허 일자 Import permitted, Signature & Date													
STEPHEN F. KANG, PBO, GS-11, 723-8451/8011					부대명 Department PBO																		
신고자 주소 Address of Declarant Bldg#2720 Yongsan Army Base, Main Post, Area II																							

Figure 2-6

(LETTER HEAD)

CJ-AD (HR #20)

DATE:

MEMORANDUM THRU (Appropriate Funds Certifying Budget Office)

FOR PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333

SUBJECT: Request for Standard NSN Supplies/Equipment

1. Request the item/s listed below be issued or placed on requisition for this organization.

<u>NSN</u>	<u>Nomenclature</u>	<u>Qty</u>	<u>U/Cost</u>	<u>Authorization</u>
7710-01-167-1526 Table #39	Credenza, Wood Walnut	1 ea	\$312.69	CTA 50-909

Line: F45089

Total Cost: \$312.69

2. Justification: The above item is for COL Roberts Office. IAW the above stated authorization, COL Roberts is authorized this furniture.

3. This office will/will not accept a suitable substitute provided...

4. Impact Statement: (If you don't receive the above item, how will the mission be affected?)

5. Required delivery date (RDD): (Not ASAP) Justification required to support High Priority Requisitions.

6. APC: \_\_\_\_\_ Fund Code: \_\_\_\_\_

7. Point of contact for this action is SFC Williams, 723-7939.

LUCIUS WILLIAMS, JR.  
SFC, USA  
Hand Receipt Holder #20

FIGURE 3-1

Pg. 1 of 2

FIGURE 3-1 (CONT'D)

MEMORANDUM THRU (Appropriate Funds Certifying Budget Office)  
FOR PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-  
5333  
SUBJECT: Request for Standard NSN Supplies/Equipment

I certify that sufficient funds are available to pay all costs required to complete this transaction.

---

(signed)  
Signature Block  
Finance/Budget Officer

FIGURE 3-1

Pg. 2 of 2

(LETTER HEAD)

CJ-AD (HR #20)

DATE:

MEMORANDUM THRU (Appropriate Funds Certifying Budget Office)

FOR PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333

SUBJECT: Request for Nonstandard Supplies/Equipment

1. Request the item/s listed below be issued or placed on requisition for this organization.

<u>PART NO</u>	<u>Nomenclature</u>	<u>Qty</u>	<u>U/Cost</u>	<u>Authorization</u>
ABCDE	Non Static Mat 36"W x 50"L	1 ea	\$312.69	CTA 50-970 Appendix A
Total Cost:			\$312.69	

2. Suggested sources: Mat City USA  
Box 1180  
Coachella, CA 90021  
360-459-5555

3. Justification: This Mat is required to reduce an increase in static charge caused by our new carpeting and computers.

4. This office will/will not accept a suitable substitute provided.

5. Impact Statement: (If you don't receive the item above, how will the mission be affected?)

6. Required delivery date (RDD): (Not ASAP) Justification required to support High Priority Requisitions.

7. APC: \_\_\_\_\_ Fund Code: \_\_\_\_\_

8. Point of Contact for this action is SFC Williams, 723-7939.

LUCIUS WILLIAMS, JR.  
SFC, USA  
Hand Receipt Holder #20

FIGURE 3-2

Pg. 1 of 2



FIGURE 3-2 (CONT'D)

MEMORANDUM THRU (Appropriate Funds Certifying Budget Office)

FOR PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333

SUBJECT: Request for Nonstandard Supplies/Equipment

I certify that sufficient funds are available to pay all costs required to complete this transaction.

---

(signed)  
Signature Block  
Finance/Budget Officer

FIGURE 3-2

Pg. 2 of 2

(LETTER HEAD)

CJ-AD (HR #20)

DATE:

MEMORANDUM THRU (Appropriate Budget/Finance Representative)

FOR PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333

SUBJECT: Request for PR&C

1. Request a Purchase Request and Commitment (DA Form 3953) be prepared for the attached approved CAPR.
2. TDA approval is also attached (IAW AR 71-32).
3. Point of Contact for this action is SFC Williams, 723-7939.

2 Encls  
as

JOHN A. DOE  
MAJ, AR  
Hand Receipt Holder #20

- \* This example is intended for use with approved CAPR's  
(Tier III Property, Radios Non-Tactical)

I certify that sufficient funds are available to pay all costs required to complete this transaction.

---

(signed)  
Signature Block  
Finance/Budget Officer

FIGURE 3-3

Office Symbol (HR #20)

DATE:

MEMORANDUM THRU HQ, Resource Mgt, Br, ATTN: EARM-PB-HA

FOR PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333

SUBJECT: Request PR&C for Services

1. Request a purchase request and commitment (DA Form 3953) be prepared for the attached memorandum.

<u>Nomenclature</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Authorization</u>
MOSIT Training	15,800 hrs	\$30.00	AR/8TH U.S. ARMY Reg's 350-20 and 41
<u>TOTAL</u>		<u>\$474,000</u>	

2. Source: Central Texas College, Contract #F64605-98-D-0003. CLIN #0001  
1 AUG 98-31 JUL 99

3. Justification: This training is required to support the Eighth U. S. Army Mission.

4. Impact Statement: Failure to provide this training will greatly reduce mission readiness.

5. Requested Delivery Date: 1 NOV 98

6. POC for this action is SFC Williams, 723-7939.

2 Encls  
as

JOHN A. DOE  
MAJ, AR  
Hand Receipt Holder #20

FIGURE 3-4

(LETTER HEAD)

OFFICE SYMBOL

DATE:

MEMORANDUM THRU (Appropriate Budget Office)

PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333

FOR CDR, Eighth U.S. Army, ATTN: EAGD-MS-LW, APO AP 96205-0009

SUBJECT: Request for Temporary Loan from War Reserve or Command (Decrement) Stock

1. Request that the following equipment be temporally loaned to this unit during the period of \_\_\_\_\_ through \_\_\_\_\_:

<u>NSN</u>	<u>Nomenclature</u>	<u>Qty</u>	<u>U/Cost</u>	<u>Total</u>
Grand Total Cost: \$_____				

2. Justification: State what the requested equipment will be used for, why on-hand equipment cannot satisfy the requirement, and the impact on the mission of the requested equipment is not provided.

3. Loan Agreement Information:

a. Using unit.

b. Account Processing Code (APC) and Army Management Structure Code (AMSCO).

c. A DD Form 448, Military Interdepartmental Purchase Request (MIPR) is required from the budget office..

4. Required Delivery Date (RDD) and the Ship-To Address.

5. Loan Agreement Officer (LAO) (normally the PBO). This is the individual who will be responsible for the borrowed property:

<u>Name</u>	<u>Grade Title</u>	<u>SSAN</u>	<u>Telephone</u>	<u>Deros</u>
-------------	--------------------	-------------	------------------	--------------

FIGURE 3-5

FIGURE 3-5 (CONT.)

MEMORANDUM THRU (Appropriate Budget Office)  
PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333  
FOR CDR, Eighth U.S. Army, ATTN: EAGD-MS-LW, APO AP 96205-0009  
SUBJECT: Request for Temporary Loan from War Reserve or Command (Decrement)  
Stock

6. Costs: A statement to the effect that the loaned equipment will be returned in the same condition that it was issued, and no later than the loan expiration date. The Budget Officer must agree to accept all costs incident to the loan including reimbursable processing costs, movement, replacement, repair and preservation. Note: Other than fair, wear, and tear (FWT) a Financial Liability Investigation of Property Loss is required for loss or damage of the borrowed equipment.

SIGNATURE BLOCK

I certify that sufficient unit funds are available to pay all costs involved in this transaction.

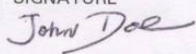
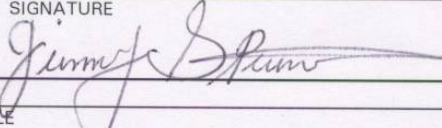
---

Name, Rank  
Budget Officer

FIGURE 3-5

Pg. 2 of 2

FIGURE 3-6

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
<b>AUTHORITY:</b> 10 USC 2775; DoD Directive 7200.11; EO 9397.				<b>ROUTINE USE(S):</b> None.			
<b>PRINCIPAL PURPOSE(S):</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 20050625		2. INQUIRY/INVESTIGATION NUMBER 05-33		3. DATE LOSS DISCOVERED (YYYYMMDD) 20050620			
4. NATIONAL STOCK NO. 70209N 7025-01-S03-0477		5. ITEM DESCRIPTION CPU, DELL, Pentium 4, Serial # 23T5461-2130		6. QUANTITY 1		7. UNIT COST \$2,168.00	
						8. TOTAL COST \$2,168.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input checked="" type="checkbox"/> LOST		<input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED	
On 19 Jun 05, while conducting a joint 100% change of custody inventory between CPT Doe (incoming) and MAJ Lee (outgoing) the property identified in blocks 4 through 8 above could not be found.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)  Causative research was conducted to retrieve the items. The Commander went through all of the barracks rooms and offices. Also contacted the IMO to see if the items had been turned in for maintenance. The Commander placed command emphasis on ensuring that property is not removed or loaned out without the knowledge of the Hand Receipt Holder.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)  8th Army G-4 APO AP 96205				b. TYPED NAME (Last, First, Middle Initial) DOE, JOHN A.		c. DSN NUMBER 723-1234	
				d. SIGNATURE 		e. DATE SIGNED 20050625	
12. (X one) <input checked="" type="checkbox"/>		RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS The 1st Platoon Leader signed a DA Form 2062 sub-hand receipt signed by me, however, he indicated that the computer has been sitting on his desk all month and he didn't know where it went. He believes that the DELL rep. came and swapped it out with a new computer than his PLT SGT is using.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)  8th Army APO AP 96205				d. TYPED NAME (Last, First, Middle Initial) SPRINGER, JIMMY		e. DSN NUMBER 723-1235	
				f. SIGNATURE 		g. DATE SIGNED 20050626	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)  <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)  <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)  <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

USAPA V1.00

FIGURE #3-6 (cont.)

<b>CHECKLIST AND TRACKING DOCUMENT FOR FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS</b> <small>For use of this form, see AR 735-5; the proponent agency is DCS, G-4.</small>			
To: Accountable Officer			
1. Property Book Officer's Name			
To: Approving Authority			
2. Name of Organizations Approving Authority for IOPL			
To: Financial Liability Officer			
3. Name of appointed Financial Liability Officer (formerly known as Surveying officer)			
To: Approving Authority			
4. Name of Organizations Approving Authority for IOPL			
To: Staff Judge Advocate			
5. Name of Legal Officer conducting the Legal Review.			
To: Approving Authority			
6. Name of Organizations Approving Authority for IOPL			
<b>(A) Complete When a Loss is Discovered</b> Date loss was discovered _____ Originating Unit _____ Preliminary search for item began _____ Preliminary search for item ended _____ Date assigned document number _____ Date assigned inquiry/investigation number _____			
<b>(B) Initiator</b> (Blocks 1 and 3 through 11 are completed by the individual initiating the investigation of property loss. Normally this will be the hand receipt holder or the accountable officer. When the hand receipt holder or accountable officer is not available, the person with the most knowledge of the incident causing the loss will initiate the financial liability investigation of property loss.)			
Block 1.	Has the date the investigation of property loss initiated been entered?	Yes	No
Block 3.	Has the date the loss was discovered been entered?	Yes	No
Block 4.	Has the correct stock number(s) been entered? If more than one, use a continuation sheet per figure 13-5. For items with a line item number (LIN), enter the LIN and for those items with a reportable item control code (RICC) of 2, A, B, C or Z, enter the RICC.	Yes	No
Block 5.	Has the correct nomenclature(s) been entered, to include serial numbers if items have serial numbers? For damaged property, enter the cost of repair or the estimated cost of repair if actual cost is not available. Use continuation sheet when the loss to be investigated involves more than one item.	Yes	No
Block 6.	Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes	No
Block 7.	Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes	No
Block 8.	Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes	No
Block 9.	Has an accurate and concise statement of facts surrounding the loss been entered? Statement should identify as much as possible what happened, how it happened, where it happened, who was involved, when it happened and any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.	Yes	No
Block 10.	Has a recommendation been entered by the initiator? Recommendations may be entered by the commander, accountable officer, and when appropriate by the financial liability investigating officer.	Yes	No
Block 11.	Has the individual who completed blocks 1 and 3 through 10, completed blocks 11a through 11e?	Yes	No
Block 12.	Has the responsible officer or the reviewing authority completed blocks 12 through 12g?	Yes	No
Attach the financial liability investigation of property loss to this checklist and tracking document, and forward to the accountable officer or person maintaining the expendable/durable document register for assignment of a document/voucher number.			
<b>(C) Accountable Officer</b> (Block 17 is completed by the accountable officer or person maintaining the expendable or durable document register prior to forwarding the investigation to the appointing authority or approving authority as appropriate.)			

DA FORM 7531, AUG 2004

APD V1.00  
Page 1 of 4



FIGURE #3-6 (cont.)

Block 17.	Has the accountable officer completed blocks 17a through 17f showing the assignment of a document number or voucher number to the financial liability investigation of property loss for lost and destroyed property? For damaged property, a document number is not assigned.	Yes	No	N/A
<b>(D) Appointing Authority or Approving Authority as Appropriate</b> (Leave blocks 13a and 13d through 13h blank at this time. These blocks are completed after the investigation is completed to show whether the appointing authority approves of the financial liability officer's findings and recommendations. When an appointing authority has not been designated, these blocks will be left blank.)				
Block 13c.	Has the appointing authority or the approving authority as the appropriate completed block 13c indicating whether a financial liability officer is appointed? When a financial liability officer is appointed, use a memorandum as described in figure 13-12; when an AR 15-6 financial liability officer is appointed use, an appointment memorandum in accordance with AR 15-6, paragraph 2-1b.	Yes	No	
<b>(E) Financial Liability Officer</b> (Block 15 is completed by the financial liability officer prior to returning the investigation to the appointing authority or approving authority as appropriate.)				
Block 15a.	The financial liability officer's findings and recommendations are recorded here. In conducting the financial liability investigation of property loss has the financial liability officer--			
	o Scrutinized all available evidence.	Yes	No	
	o Interviewed witnesses and secured statements from individuals concerning: oo The cause of the loss or damage. oo The responsibility for the loss or damage.	Yes	No	
	o Compiled evidence substantiating or refuting any statement in block 9, DD Form 200.	Yes	No	
	o Physically examined the damaged property, when available, and released it for repair or disposal. This should be done on the first day of the financial liability officer's appointment.	Yes	No	N/A
	o Consulted with the appointing/approving authority as appropriate for guidance, when needed.	Yes	No	N/A
	o Determined the amount of damage, if property was damaged. This value may be the actual cost of repairs or an estimated cost of the repairs obtained from technical manuals or other reliable sources. Determine the value of the property immediately before it was damaged if the property is not economically repairable. The accountable officer may be asked to assist if he or she has not been directly involved.	Yes	No	N/A
	o Has action been taken to exercise control over the property recovered during the investigation?	Yes	No	N/A
	o Has the total loss to the government been computed correctly?	Yes	No	N/A
	o Has the financial liability officer coordinated this investigation with the claims investigating officer when the investigation covers the loss, damage or destruction of Government property that is being, has been, or shall be investigated because of attendant events by a claims financial liability officer. This includes cases where military personnel or civilian employees, while driving a privately owned vehicle, damage Government property and have insurance to pay for part of the loss.	Yes	No	N/A
	o Ensured that individuals being recommended for a possible charge of financial liability are aware of their rights.	Yes	No	N/A
	o Request individual(s) to acknowledge their understanding of their rights by completing block 16, DD Form 200.	Yes	No	N/A



FIGURE #3-6 (cont.)

	<ul style="list-style-type: none"> <li>o If appropriate, prepare a statement that individual recommended for a charge of financial liability refused to sign block 16g, DD Form 200, after being given the opportunity.</li> <li>oo A full explanation of the person's rights shall be included and a reply shall be requested.</li> <li>oo If the reply is not received within 30 days after the date of mailing, the financial liability officer shall record this fact and take action to complete the DD Form 200. This record of fact shall be included in, or appended to, the DD Form 200.</li> <li>oo Any reply received after the expiration of 30 days shall be forwarded through the same channels as the DD Form 200, form attachment to the original DD Form 200.</li> <li>o Was consideration given to any new evidence received after a recommendation was made? If the financial liability recommendation remains unchanged, the financial liability officer shall note that the added evidence was considered and provide the rationale for not changing the decision. The notation shall be on all copies of the report immediately following the original recommendation. If the financial liability officer makes a change in the original recommendations because of the new evidence, the financial liability officer shall record such change as "Amended Recommendations." These recommendations should be recorded immediately after the original recommendations.</li> </ul>	Yes	No	N/A
Block 15b.	Has the dollar amount of the loss been entered by the financial liability officer?	Yes	No	N/A
Block 15c.	When a charge of financial liability is being recommended, has the monthly basic pay of the respondent been entered?	Yes	No	N/A
Block 15d.	When a charge of financial liability is being recommended, has the recommended amount of financial liability been entered?	Yes	No	N/A
Blocks 15e-15k.	Self explanatory.	Yes	No	N/A
On completion of the investigation, the financial liability officer forwards the completed DD Form 200 with all exhibits to the approving authority. When the approving authority has designated an appointing authority, the financial liability officer forwards the completed investigation to the appointing authority.				
<b>(F) Appointing Authority</b> (Block 13 is completed by the appointing authority when one has been designated by the approving authority. When an appointing authority has not been designated, block 13a through b and d through f are left blank.)				
Block 13a.	On completion of the appointing authority's review of the financial liability investigation of property loss, a recommendation is made to either approve or disapprove the financial liability officer's findings and recommendations.	Yes	No	N/A
Block 13b.	The appointing authority's rationale for the decision reached in block 13a is entered in block 13b.	Yes	No	N/A
Block 13c.	This block was previously completed, as indicated in (D) above.	Yes	No	N/A
Blocks 13c-13h.	Self explanatory.	Yes	No	N/A
On completion of block 13, the financial liability investigation of property loss is either --				
o Returned to the financial liability officer for additional investigation or documentation of findings and recommendation, or				
o Forwarded to the approving authority.				
<b>(G) Approving Authority</b> (This set of blocks is completed by the approving authority to show the approving authority's preliminary decision after the approving authority's initial review of the financial liability officer's findings and recommendations.)				

FIGURE #3-6 (cont.)

Block 14a.	On completion of the approving authority's initial review of the financial liability officer's findings and recommendations, has the approving authority indicated his or her approval or disapproval of the financial liability officer's findings and recommendations? <ul style="list-style-type: none"> <li>o If the financial liability officer has recommended that all persons be relieved of responsibility and accountability for the loss and the approving authority agrees with the financial liability officer, the approving authority may approve the financial liability investigation of property loss and close the investigation, per AR 735-5, paragraph 13-39g(3).</li> <li>o If the financial liability officer has recommended that person(s) be charged with financial liability for the loss, and the approving authority agrees with the financial liability officer, the approving authority must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making a final decision, per AR 735-5, paragraph 13-40d.</li> <li>o When the approving authority makes a decision contrary to the recommendations of the investigating officer or AR 15-6 financial liability officer, either to relieve all concerned from financial liability or assess financial liability against a new individual, this decision is entered in block 14a(1) with</li> </ul>	Yes	No	N/A
Block 14b.	Has the approving authority entered his or her rationale for the initial decision shown in block 14a? When a decision to charge an individual(s) with financial liability, comments should be entered stating who the respondent is and the amount of financial liability to be assessed.	Yes	No	N/A
Block 14c.	Has the approving authority indicated whether a legal review is necessary? A legal review is required when -- <ul style="list-style-type: none"> <li>o A charge of financial liability is recommended.</li> <li>o The recommendations appear to be inconsistent with the findings.</li> </ul>	Yes	No	N/A
Blocks 14d-14h.	Self explanatory	Yes	No	N/A
On completion of block 14, when the approving authority decides to approve a charge of financial liability, he or she must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making the final decision to assess financial liability.				
<p><b>(H) Staff Judge Advocate</b></p> <p>When financial liability is recommended, or when recommendations appear to be inconsistent with the financial liability officer's findings, a judge advocate or civilian attorney must review the findings and recommendations and provide an opinion on the adequacy of the evidence and its relationship to the findings and recommendations. This legal review will be attached to the financial liability investigation of property loss as an exhibit. On completion of the legal review, the financial liability investigation of property loss will be returned to the approving authority.</p>				
<p><b>(I) Approving Authority</b> On receipt of the financial liability investigation of property loss containing a legal review from Staff Judge Advocate, the approving authority will conduct a final review of the financial liability officer's findings and recommendation together with the Staff Judge Advocate's legal review and make a final decision concerning the charge of financial liability.</p> <ul style="list-style-type: none"> <li>o When a decision is reached to charge an individual with financial liability, the approving authority notifies the respondent by memorandum per AR 735-5, paragraph 13-42a. See AR 735-5, paragraph 13-43 addressing actions required when a respondent submits a request for reconsideration.</li> <li>o When a decision is reached to relieve all concerned of accountability and responsibility for the loss, investigation will be closed out per AR 735-5, paragraph 13-40e.</li> </ul>				

## Instructions for completing DD Form 200 Financial Liability Investigation of Property

**Block 1. DATE INITIATED (YYYYMMDD).** Enter the date the investigation of property loss is prepared. Example: The date of 21 June 2005 is recorded as 20050621.

**Block 2. INQUIRY/INVESTIGATION NUMBER.** Leave blank, the approving authority will enter the inquiry/ investigation number when received from the responsible officer, the reviewing authority, the appointing authority or the accountable officer.

**Block 3. DATE LOSS DISCOVERED (YYYYMMDD).** Enter the date the loss was discovered or the date of the incident that caused the loss.

**Block 4. NATIONAL STOCK NO.** Enter the national stock number (NSN), manufacturers part number, management control number (MCN) or other identification numbers, of the item(s) described in block 5. For end items assigned a line item number (LIN), enter the UN below or adjacent to the NSN. Also, enter the reportable item control code (RICC) for RICC 2, A, B, C and Z items. When RICC 2, A, B, C or Z items are listed on the investigation of property loss, and are totally lost (no residue to turn-in), enter the words "No residue." If the space on the face of the form is insufficient, continuation sheets may be used.

**Block 5. ITEM DESCRIPTION.** Enter the nomenclature of the item(s) lost damaged or destroyed. If the items are nonstandard, give a description accurate enough for identification. When the items involved have been assigned serial numbers, include such numbers for more identification. Describe damaged major units as such and not as damaged component parts. For damaged property, enter the estimated cost of damage (ECOD) in parenthesis in this block following the description of damaged property. If the space on the face of the form is insufficient, continuation sheets may be used.

**Block 6. QUANTITY.** Enter the number of items lost, damaged or destroyed and the unit of issue. As an example, 1 ea, 2 dz, 1 pr, and so on. If space on the face of the form is insufficient, continuation sheets may be used.

**Block 7. UNIT COST.** Enter the price as shown in FEDLOG in effect at the time of the loss. When a price is not available in FEDLOG, use the current market price of a similar item; otherwise, estimate the unit price and attach the basis for the estimate to the investigation of property loss. Do not record the repair cost in this column, If the space on the face of the form is insufficient, continuation sheets may be used.

**Block 8. TOTAL COST.** Enter the total cost of all property identified in blocks/columns 4 and 5 that has been lost or destroyed. Total cost is computed by multiplying the unit price (column 7) of each item listed, by the quantity (column 6). For damaged property, enter the estimated cost of damage (ECOD) in parenthesis in block 5 following the description of the damaged property. After the last entry on each page, enter the 'subtotal' for that page. Enter the grand total on last page. The grand total is the total cost of all items listed on the front of the DD Form 200 and on all continuation sheets. If the space on the face of the form is insufficient, continuation sheets may be used.

**Block 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one).** Place an X in the appropriate box identifying whether the property was lost, damaged or destroyed. Enter a complete and accurate statement of the facts in the case, including the date and place of the incident. Show all persons directly concerned by name and grade. Refer to exhibits by the capital letter designation assigned according to paragraph 13 10a (3) (e). Show exhibits initially attached; for example, Exhibits A" through 'D' attached. If space on the form is insufficient, continuation sheets may be used.

**Block 11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10.** If the responsible officer or the reviewing authority completed blocks 1 through 10, leave block 11a through 11e blank. Otherwise complete as follows:

**Block 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES.** Initiators (commanders or accountable officers) and when appropriate the investigating officer enters what actions have been initiated or what action they recommend be taken to preclude further losses of the types identified in this investigation. If space on the form is insufficient, continuation sheets may be used. Same format as shown for block 9.

**Block 11a. ORGANIZATIONAL ADDRESS (*Unit Designation, Office Symbol, Base, State/Country, Zip Code*).** Enter the organizational address of the individual who completed blocks 1 and 3 through 10.

**Block 11b. TYPED NAME (*Last, First, Middle Initial*).** Enter the individual's name that completed blocks 1 and 3 through 10.

**Block 11c. DSN NUMBER.** Enter the telephone number of the individual identified in block 11b.

**Block 11d. SIGNATURE.** The individual identified in block 11b enters his or her signature. Electronic/digital signature may be **used if DD Form 200** is electronically produced.

**Block 11e. DATE SIGNED.** Enter the date block 'd' is signed. The date 21 June 2005 is entered as 20050621.

**Block 12. (*X one*)**

☐ **RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)** or losses of property at the using unit level, check responsible officer, or

☐ **REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)** For losses of property at the forward distribution point level, check reviewing authority.

**Block 12a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one).** The responsible officer or the reviewing authority as appropriate, checks the 'yes' or 'no' block indicating whether negligence or abuse is evident or suspected.

FIGURE 3-6 (CONT.)

**Block 12b. COMMENTS/RECOMMENDATIONS.** Rationale for the determination made in block 12a and recommendations.

**Block 12c. ORGANIZATIONAL ADDRESS (*Unit Designation, Office Symbol, Base, State/Country, Zip Code*).** Enter the organizational address of the responsible officer or the reviewing authority as appropriate.

**Block 12d. TYPED NAME (*Last, First, Middle Initial*).** Enter the full name, grade and position, of responsible officer or the reviewing authority as appropriate.

**Block 12e. DSN NUMBER.** Enter the telephone number of the responsible officer or the reviewing authority as appropriate.

**Block 12f. SIGNATURE.** The responsible officer or the reviewing authority as appropriate enters their signature. Electronic/digital signature may be used if DD Form 200 is electronically produced.

**Block 12g. DATE SIGNED.** Enter the date block “f” is signed. The date 25 June 2005 is entered as 20050625.

**Block 13. APPOINTING AUTHORITY**

**Blocks 13a through b, and d through h.** Leave blank at this time. These blocks are completed after the investigation is completed to show whether the appointing authority approves of the investigating officers findings and recommendations. When an appointing authority has not been designated, these blocks will be left blank.

**Block 13c. FINANCIAL LIABILITY OFFICER APPOINTED (*X one*).** The appointing authority or the approving authority as appropriate indicates whether an investigating officer will be appointed by placing an X in the appropriate box and entering their initials and the date in block 13c. Electronic/digit signature may be used if DD Form 200 is electronically produced. The investigating officer will be appointed using an informal memorandum per paragraph I 3-27b.

Unit price (block 7) will be the price contained in the Army Master Data File (AIVIDF) contained on FEDLOG in effect at the time of the loss. When a price is not available in the AMDF contained on FEDLOG, use the current fair market price of a similar item; otherwise, estimate the price and attach the basis for the estimate to the financial liability investigation of property loss as an exhibit. Do not compute the depreciation at this time; the financial liability officer will compute it in accordance with Para 13—32c(1) below.

(a) For subsistence sales accounts, obtain unit prices from the TISA or the commissary price list in effect at the time of the loss.

(b) Do not use reduced prices available to some members of private organizations.

(c) For leased property that is damaged, enter the word “LEASED;” it is not necessary to enter the unit price for damaged leased property.

Blocks 4-8 continued, Investigation of Property Loss number 02-5, 21 June 2005, \$2,133.89, AREA II Support Activity

National Stock No.	Item Description	Quantity	Unit Cost	Total Cost
7520-00-375-9181 \$292.95 (T47141)RICC2	Sign Painting Set	1		\$292.95
4720-00-289-6123 \$90.00 (K53748) RICC 2	Hose Cotton  Rubber	3		\$30.00
4720-00-375-1528 \$1,813.80 (K49775) RICC2	Hose and Fitting Kit	2		\$906.90

Grand Total \$2,733.89

**Notes:**

1. If last page, enter Grand Total.
2. For intermittent pages, enter Sub-total.

**Block 9 continued,** investigation of Property Loss, 21 March 2005, \$2,733.89, AREA II Support Activity

The missing property is on sub-hand receipt to SSG Slatt. Property has been sub-hand receipted to SSG Slatt for the past 17 months, which was last signed by SSG Slatt on 23 November 2001, exhibit A. The missing property was last seen by the commander, CPT Magee during a change of command inventory conducted on 17- 28 September 2001, exhibit B. According to a statement obtained from SSG Slatt, the missing property was loaned to the Laundry and Bath (L&B) Platoon, on 4 December 2002, for use in a field training exercise, during the period 9-22 December 2001, exhibit C. However, SSG Slatt was unable to produce a signed hand receipt showing the property as being issued to the L&B Platoon. Both ILT Randall, L&B Platoon Leader and SFC Tucker, L&B Platoon Sergeant were asked if they knew where the property was and neither recalled receiving the property from SSG Slatt as stated by SSG Slatt. The other platoon leaders and/or sergeants were asked if they knew the whereabouts of the missing property and were unable to provide its whereabouts.

Exhibits "A" through "C" attached.

OFFICE SYMBOL

DATE:

MEMORANDUM FOR CDR, Area II Support Activity, ATTN: EANC-SA-RS, APO AP 96205-5333

SUBJECT: Letter of Lateness – Financial Liability Investigation of Property Loss

1. On 20 Oct 05, during recovery operations from a field problem, it was discovered that the Address Machine Id S/N 2864287 was missing. A thorough search was conducted in and around all unit areas. Additionally a four person team was dispatched to the Camp Humphrey's CPX site on 22 Oct 05. The machine was not recovered. On 23 Oct 05 I reported the item missing to the Yongsan Provost Marshals Office. They requested that I send in all personnel who had seen the piece of equipment prior to it disappearing. This process took a couple of days. The Provost Marshals Office determined that they would not pursue it as a larceny case and recommended that I come and pick up the statements they had taken from my soldiers.

2. I did not meet the 15 day suspense for a Financial Liability Investigation of Property Loss to be initiated due to the fact that I was conducting causative research for the item. Now that I have not been able to locate it and the PMO has also looked at the case I am confident that the Address Machine Id is missing and I am requesting a Financial Liability Investigation of Property Loss be initiated for the missing item.

5 Encls  
1. DD Form 200  
2-5. DA Forms 2823

DANTA L.D. KIDDER  
CPT, AG  
Commanding

FIGURE 3-7

(LETTER HEAD)

OFFICE SYMBOL

DATE:

MEMORANDUM FOR Property Control Branch, DOL, Area II Support Activity, ATTN:  
IMKO-AB-LG-PCB, Unit #15333, APO AP 96205-5333

SUBJECT: Request for Lateral Transfer

1. Request the item(s) listed below be transferred:

<u>LIN/NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
7110-00-143-0832	Desk Dbl Pad Grey	1 EA

List all items being lateral transferred, in this section.

2. Reason for Lateral Transfer (Excess)
3. Replacement item(s) will not be placed on order.
4. Point of contact for this action is SFC Ray, Ext # 723-7777.

JOHN A. DOE  
MAJ, AR  
Hand Receipt Holder #20

FIGURE 3-8

Pg. 1 of 2





## REQUEST FOR SUPPLY STATUS

(LETTER HEAD)

OFFICE SYMBOL

DATE:

MEMORANDUM FOR PCB, DOL, Area II Support Activity, ATTN: IMKO-AB-LG-PCB,  
APO AP 96205-5333

SUBJECT: Request for Supply Status

1. Reference: IMKO-AB-LG-PCB Memorandum, dated \_\_\_\_\_, Subject: Customer Advice/Rejection Information.

2. Request the status of Document Number W807YL \_\_\_\_\_ - \_\_\_\_\_ for the following:

<u>National Stock Nr</u>	<u>Nomenclature</u>	<u>Qty</u>
7220-00-224-6486	Mat, Floor Rubber	1

3. Point of Contact for this request is SFC Doe, 723-1234.

I. M. RESPONSIBLE  
CPT, AG  
Hand Receipt Holder #20

\* This example can be tailored for nonstandard items.

FIGURE 3-9

**Department of the Army**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, AREA II, SUPPORT ACTIVITY**  
**UNIT 15333**  
**APO AP 96205-5333**

IMKO-AB-LG-PCB

MEMORANDUM FOR

SUBJECT: Customer Advice/Rejection Request for \_\_\_\_\_

1. \_\_\_\_ The above requested item(s) have been ordered on document number(s).  
\_\_\_\_\_
2. \_\_\_\_ The above request is returned for your action for the following reason(s):
  - a. \_\_\_\_ The item(s) requested are not authorized, or the quantity requested exceeds the authorized quantity. Justification must be submitted IAW AR 71-32.
  - b. \_\_\_\_ The item(s) requested require approval by J6 (Records Manager).
  - c. \_\_\_\_ The item(s) requested were not approved by the hand receipt holder, or designated representative delegated on DA Form 1687.
  - d. \_\_\_\_ The item(s) requested require a sole source determination approved by the next higher headquarters, or add "OR EQUAL" to the purchase description.
  - e. \_\_\_\_ The item(s) requested are obsolete/inactive and no longer available. Suggest an alternate/substitute item be selected.
  - f. \_\_\_\_ The item(s) requested are authorized by Appendix B, CTA 50-909 (deployable). Suggest you process the request through your organization property book office.
  - g. \_\_\_\_ The item(s) requested are available from the Self Service Supply Center (SSSC). Suggest you submit a "Want Slip" for your requirements to SSSC.
  - h. \_\_\_\_ The item(s) requested have been canceled/rejected by the supply support activity, Advice Code: \_\_\_\_\_, See paragraph k below for explanation. If the item(s) are still required, request you resubmit your requirement.

FIGURE 3-10

Pg. 1 of 2

FIGURE 3-10 (CONT'D)

i. \_\_\_\_ The item(s) requested are not stocked by this activity, and funds are not available for requisitioning. Suggest you submit your request with appropriate fund cite.

j. \_\_\_\_ The item(s) requested are expendable and authorized by CTA 50-970. Suggest you process the request through your unit property book office.

k. \_\_\_\_ Other/Remarks:

---

---

---

3. This section stands ready to provide any assistance required. POC for this action is Ms. So, 723-7921 or Mr. Cho, 723-8011.

STEPHEN F. KANG  
GS-12, Property Book Officer

FIGURE 3-10

Pg. 2 of 2

(LETTER HEAD)

OFFICE SYMBOL

DATE:

MEMORANDUM FOR Property Control Branch, DOL, Area II Support Activity,  
IMKO-AB-LG-PCB, Unit #15333, APO AP 96205-5333

SUBJECT: Request for Turn-in

1. Request the following items listed below be turned in:

<u>LIN/NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>CONDITION CODE</u>
7110-00-143-0832	Desk Dbl Ped Grey	1 EA	(Leave Blank)

List all items being turned-in, in this section.

2. Reason for turn-in: (Excess/Unserviceable)
3. Replacement items will not be placed on order/have been ordered on:
4. Point of Contact for this action is SFC Ray, Ext# 723-7777.

JOHN A. DOE  
MAJ, AR  
Hand Receipt Holder #20

OTHER SUPPORT CO/PHRH INCLUDE:

Enclosure  
DA Form 2404  
DA Form 2407

FIGURE 4-1

(LETTER HEAD)

OFFICE SYMBOL

DATE:

MEMORANDUM FOR Property Control Branch, DOL, Area II Support Activity, ATTN:  
IMKO-AB-LG-PCB, Unit #15333, APO AP 96205-5333

SUBJECT: Missing Parts Statement

1. I certify that the following listed parts are missing and have been accounted for under the provisions of AR 735-5 and/or AR 710-2, Financial Liability Investigation of Property Loss document number \_\_\_\_\_.

NOMENCLATURE

NSN

QTY

VALUE

TOTAL VALUE \$

2. POC for this action is SGT Bradley, Phone #723-7214.

JOHN DOE  
CW2, USA  
Hand Receipt Holder (HR#4)

FIGURE 4-2

CJ-AD (HR #20)

DATE

MEMORANDUM FOR Property Control Branch, DOL, Area II Support Activity, ATTN:  
IMKO-AB-LG-PCB, Unit #15333, APO AP 96205-5333

SUBJECT: Damage Statement

1. I have investigated the damage to the below listed item(s). I have concluded that the damage was a result of Fair, Wear and Tear (FWT), and not due to neglect or fault on the part of any person(s) concerned.

<u>NOMENCLATURE</u>	<u>NSN</u>	<u>QTY</u>	<u>ITEMS MISSING</u>
---------------------	------------	------------	----------------------

2. POC for this action is SFC Ray, Ext. 723-7777.

JOHN A. DOE  
MAJ, AR  
Hand Receipt Holder #20

FIGURE 4-3

## Property Identification Tag

UNIT/HR #: AREA II SUPPORT ACTIVITY

NOMENCLATURE: DESK DBL PED GRAY

NSN: 7110-00-143-0832

MODEL/MAKE: N/A

SERIAL#: N/A

DATE: 21 JAN 90

DISPOSITION: WAITING FOR T/I

“PROPERTY OF AREA II SUPPORT ACTIVITY”

FIGURE 4-4



## CERTIFICATE FOR TURN-IN OF CONTAINERS

DATE \_\_\_\_\_ HR# \_\_\_\_\_

I certify that the items listed below have been inspected and all items and documents have been removed. The combination has been changed to 50-25-50-0.

QTY

NSN

ITEM DESCRIPTION

\_\_\_\_\_  
Hand Receipt Holder Signature

FIGURE 4-5

## UNIT LETTER HEAD

(Office Symbol)

Date

MEMORANDUM FOR Property Control Branch, DOL, Area II Support Activity, ATTN:  
IMKO-AB-LG-PCB, Unit #15333, APO AP 96205-5333

SUBJECT: Request for Turn In of CCI Equipment

1. The following equipment has been zeroed and the battery has been removed. It may be turned in as an unclassified item.

NSN

NOMENCLATURE

SERIAL #

2. Point of contact is the undersigned at 723-7996/7991.

JOHN R. DOE  
MAJ, AR  
Security Officer

FIGURE 4-6

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		<b>REPORT OF EXCESS PERSONAL PROPERTY</b>		1. REPORT NO.		2. DATE MAILED  15 NOV 04		3. TOTAL COST  \$	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")		<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED		<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D		(Also check "e" and/or "f" if appropriate)		<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV	
5. TO (Name and Address of Agency to which report is made) THRU						6. APPROP. OR FUND TO BE REIMBURSED (if any)			
HQ, 8th US Army, G-6, ATTN: EAIM-D-OE, APO AP 96205-0009 POC: Ms. Kim DSN: 725-3335									
7. FROM (Name and Address of Reporting Agency)						8. REPORT APPROVED BY (Name and Title)			
						RONNIE PADGETT, GS-12, PBO			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)						10. AGENCY APPROVAL (if applicable)			
PHRH's name, Telephone #, Unit/Organization/Activity/Directorate name and Hand Receipt # 30									
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)						12. GSA CONTROL NO.			
AREA II Support Activity, Property Control Branch PBO (W807YL) ATTN: IKAB-LO-PBO, APO AP 96205-5333									
13. FSC GROUP NO.		14. LOCATION OF PROPERTY (If location is to be abandoned give date)			15. REIM/REQD		16. AGENCY CONTROL NO.		17. SURPLUS RELEASE DATE
					YES NO				
18. EXCESS PROPERTY LIST		COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)		
ITEM NO. (a)	DESCRIPTION (b)				PER UNIT (f)	TOTAL (g)			
	LIN: NSN/NIIN: NOUN: MANUFACTURER: MODEL: SERIAL NUMBER:          70223N 7025-01-WA0-2839 MONITOR DELL E151FP SN: GG155H9NT62891D	F9	EA	2	299.00	598.00			
	70223N 7025-01-WA0-2839 MONITOR DELL E151FP SN: GG155H9NT62891D	F7	EA	1	306.00	306.00			
I understand the above condition codes are in compliance and correct.          JAMES E. SMITH CPT, QM HR Holder #30									

STANDARD FORM 120 REV.  
APRIL 1957 EDITION

(Use Standard Form 120A for Continuation Sheets)  
NSN 7540-00-634-4074

120-105

PREVIOUS EDITION USABLE

USAPPC V1.00

FIGURE 4-7

## APPENDIX H

### CONDITION CODES

A1	NEW AND IN EXCELLENT CONDITION.
A4	USED, OR REPAIRED AND IN GOOD WORKING CONDITION.
A5	USED, OR REPAIRED AND IN FAIR WORKING CONDITION.
A6	USED, OR REPAIRED AND IN POOR WORKING CONDITION.
E7	LIMITED EXPENSE/EFFORT TO REPAIR, UNIT IN GOOD CONDITION.
E8	LIMITED EXPENSE/EFFORT TO REPAIR, UNIT IN FAIR CONDITION.
E9	LIMITED EXPENSE/EFFORT TO REPAIR, UNIT IN POOR CONDITION.
E7	UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D – GOOD.
E8	UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D – FAIR.
F9	UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D – POOR.
G8	INCOMPLETE UNITS OR PARTS FOR BUILDING/MAINTAINING OTHER UNITS.
HX	UNITS DETERMINED TO BE ECONOMICALLY IMPRACTICAL TO REPAIR.
HS	UNITS DETERMINED TO HAVE NO VALUE EXCEPT FOR BASIC MATERIAL CONTENT.

FIGURE 4-7

FIGURE 4-7(CONT.)

EXCESS CERTIFICATION FORM

The undersigned certifies that all discs and memory of all equipment listed on the SF 120, Report No. \_\_\_\_\_, have been properly cleared of any sensitive or classified information and that all proprietary software has been deleted.

Was the equipment listed on the Excess, Report No. \_\_\_\_\_, TEMPEST certified  
Yes (    ), No (    )?

<u>OFFICE</u>	<u>NAME and GRADE</u>	<u>SIGNATURE</u>	<u>DATE</u>
TASO	_____	_____	_____
ADPSSO	_____	_____	_____

FIGURE 4-7

Pg. 3 of 4

FIGURE 4-7(CONT.)

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input checked="" type="checkbox"/> Check if hard drive or similar data storage components have been removed	
Serial No. <u>41123548</u>	Barcode No.
Make and Model <u>DELL</u>	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives. On (date) _____	
Software or Degausser Used _____ (Mfg. product version, date) OR _____ (e.g., approved metal destruction facility)	
Method of Destruction <u>EMPTY</u>	
Generator Name _____	
Phone No. <u>723-2807</u>	DTID No.
Printed Name <u>B. Adley J. ARMSTRONG</u>	Rank/Grade <u>GS-13</u>
Signature <u>[Signature]</u>	Date <u>1 Nov 06</u>
DLIS FORM 1887, OCT 2002	

FIGURE 4-7

(LETTER HEAD)

OFFICE SYMBOL

DATE:

MEMORANDUM FOR Property Control Branch, DOL, Area II Support Activity, ATTN:  
IMKO-AB-LG-PCB, Unit #15333, APO AP 96205-5333

SUBJECT: Request for Turn-in for Repair

1. Request the following items listed below be turned in for repair:

<u>LIN/NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
7110-01-195-6418	Desk Executive Wood Trad	1 EA

List all items being turned-in, for repairs needed in this section.  
Wood and Metal Furniture must be on separate memorandum.

2. Reason for turn-in: (Unserviceable repairs needed).
3. Cost of repairs/reupholster is made to the units IMPAC Card.
4. Point of contact for this action is SFC Ray, Ext #723-7777.

JOHN A. DOE  
MAJ, AR  
Hand Receipt Holder #20

OTHER SUPPORT CO/PHRH INCLUDE:

Enclosure  
DA Form 2404  
DA Form 2407

FIGURE 4-8

FIGURE 4-9

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND  
UNIT #15015  
APO AP 96218-5015

**SUBJECT : DISPOSITION INSTRUCTION FOR**

**UNIT INFORMATION :**

**DATE :**

UNIT NAME :

UNIT DODAAC :

UNIT UIC :

POC :

POC TEL #

POC E-MAIL :

POC FAX NUMBER :

**EQUIPMENT INFORMATION :**

STOCK NUMBER :

LIN NUMBER :

UNIT PRICE :

NOMENCLATURE :

USA REG NO # :

SER NO :

QUANTITY :

CONDITION CODE :

SUPPLY SUPPORT ACTIVITY (SSA) : WT4KDR (SP#51). AKC.

**19TH THEATER SUPPORTCOMMAND (MMC) DISPOSITION INSTRUCTION :**

19<sup>th</sup> DCP SPO, Equipment Branch.

TEL No : 768-8296 (Mr Leivdal, Allen K).  
768-7770 (Ms. Yon)

E-mail : [LeivdalA@korea.army.mil](mailto:LeivdalA@korea.army.mil)  
E-mail : [unson.yon@korea.army.mil](mailto:unson.yon@korea.army.mil)  
FAX NO : 768-7586

EAB FORM 001

\_\_\_\_\_  
Signature of PBO



## **CLASS II & IV TURN-IN CHECKLIST**

All customers who needs to turn-in Class II & IV items to SP #51 must have following items on hand prior to make a turn-in appointment.

### **Turn-in Requirements**

1. DA Form 2765-1 (3 copies) with PBO Signature on reverse side.
2. DA Forms 2407, 5504, 5990E – (RC code-A, D, F, H, and L)
3. DA Form 2404, 5988E 2 Copies (RC code – O, Z)
4. Tool Kit U/I (KT or SET) – Attach TM/SC.
5. Any items with LIN should have a disposition instruction.
6. Copy of FEDLOG.

### **GENERAL NOTE**

Missing Parts Statement must be provided for any missing items, damage statement must be provided when it is applicable.

Missing Parts Statement must be signed by the Commander or the Property Book Officer.

**POC: SP #51 Class II & IV Section, SGT THOMASSON or Mrs YI**  
**TEL: 736-3021, FAX: 736-3902**

FIGURE 4-10

## FURNITURE REPAIR ITEMS LISTING

<u>NSN</u>	<u>NOMENCLATURE</u>
7105-00-139-7604	BOOKCASE 2 ADJ SHELVES
7105-00-292-9598	BOOKCASE 15Dx49Hx38W
7110-00-973-5127	BOOKCASE
7110-01-195-6422	BOOKCASE 14x51x42
7110-01-195-6432	CABINET, TELEPHONE
7105-00-113-5410	CHAIR EASY***
7105-00-687-3197	CHAIR EASY***
7110-00-964-7541	CHAIR ROTARY BROWN LB
7110-00-964-7516	CHAIR ARTIF LEATHER SUB FOR 7541
7110-00-964-7494	CHAIR ROTARY HB W/HR
7110-00-964-7370	CHAIR STYLE A BROWN SUB FOR 7494
7110-00-964-7479	CHAIR ROTARY HB W/O HR BR
7110-00-964-7341	CHAIR ROTARY BROWN SUB FOR 7479
7110-00-957-5419	CHAIR ROTARY W/O ARMS EXEC BROWN
7105-00-111-8544	CHAIR STR ROSE FAB
7110-00-262-6685	CHAIR STR W/A
7110-00-959-4754	CHAIR STR W/A BROWN
7110-00-959-4737	CHAIR STR W/O ARMS BROWN
7110-00-964-7601	CHAIR STYLE A BROWN
7110-00-762-5513	CREDENZA
7110-00-833-0486	CREDENZA OFFICE R/B 7110-01-195-6427
7110-01-195-6426	CREDENZA 66Wx19Dx29H
7110-01-195-6427	CREDENZA 66Wx19Dx29H
7195-00-242-3503	CUSTOMER WEARING APPAREL 66"H
7110-00-264-5221	DAVENPORT WOOD FRAME
7110-00-916-5840	DAVENPORT ART LEATHER
7110-01-148-2410	DESK 60Wx30Dx29H
7110-01-148-2411	DESK 72Wx30Dx29H
7110-01-165-6753	DESK 66Wx36Dx29H
7110-00-262-6693	DESK FT 66"36"29 R/B 7110-01-195-6418
7110-01-195-6418	DESK FLAT TOP 66"
7110-01-195-6419	DESK FLAT TOP 72"
7110-01-165-6755	DESK WALNUT 72x36x29
7110-01-195-6429	CREDENZA OFF 20x19x29
7110-01-195-6430	CREDENZA OFF 39x19x29
NSN	FIL CAB 2 DRWR (ASST COLORS)
NSN	FIL CAB 4 DRWR (ASST COLORS)
NSN	FIL CAB 5 DRWR (ASST COLORS)
NSN	SOFA (ASST COLORS)
7110-01-195-6405	TABLE WALNUT W/O SHELF
7110-01-195-6406	TABLE WALNUT W/SHELF
7110-01-154-6987	TABLE 120 IN
7110-01-154-6986	TABLE 96 IN
7110-01-155-9460	TABLE OFC 72x30x29
7110-01-195-6416	TABLE, COFFEE 48Wx20Dx16H
7105-00-996-5978	TABLE, FOLDING
7110-01-195-6415	TABLE OCCAS 26Wx26Dx23H
7105-00-269-9217	WARDROBE WOOD EXEC
7110-01-170-3595	WORKSTATION LEFT
7110-01-170-3594	WORKSTATION RIGHT
7110-01-195-6401	WORKSTATION SEC, LEFT L-UNIT
7110-01-195-6400	WORKSTATION SEC, RIGHT L-UNIT
7110-00-149-1630	DESK DBL PED PARCHMENT
7110-00-149-1631	DESK DBL PED PARCHMENT



## Technical Inspection

<b>EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET</b> <small>For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG</small>									
1. ORGANIZATION 34th Support Group					2. NOMENCLATURE AND MODEL Desk, Exec Wood Traditional				
3. REGISTRATION/SERIAL/NSN 7110-01-195-6418		4a. MILES	b. HOURS	c. BOUNDS FIRED	d. HOT STARTS	5. DATE		6. TYPE INSPECTION T/I	
7. APPLICABLE REFERENCE									
TM NUMBER			TM DATE		TM NUMBER			TM DATE	
COLUMN a – Enter TM item number. COLUMN b – Enter the applicable condition status symbol. COLUMN c – Enter deficiencies and shortcomings.					COLUMN d – Show corrective action for deficiency or shortcoming listed in Column c. COLUMN e – Individual ascertaining completed corrective action initial in this column.				
STATUS SYMBOLS									
"X" – Indicates a deficiency in the equipment that places it in an inoperable status.  CIRCLED "X" – Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.  HORIZONTAL DASH "(-)" – Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.					DIAGONAL "(/)" – Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.  LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL - Indicates that a completely satisfactory condition exists.  FOR AIRCRAFT - Status symbols will be recorded in red.				
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.									
8a. SIGNATURE (Person(s) performing inspection)  Wuppie Goldstein HQ, 34th SG			8b. TIME	9a. SIGNATURE (Maintenance Supervisor)  SUNG H. REINHOLD COR, AREA II			9b. TIME	10. MANHOURS REQUIRED	
TM ITEM NO. <i>a</i>	STATUS <i>b</i>	DEFICIENCIES AND SHORTCOMINGS <i>c</i>			CORRECTIVE ACTION <i>d</i>			INITIAL WHEN CORRECTED <i>e</i>	
		TECHNICAL INSPECTION							
		CONTROL NUMBER:							
		NSN: 7110-01-195-6418			SERIAL #: 2DEF4U				
		QTY: 1							
		REPAIR AS NEEDED:							
		TOTAL COST OF REPAIR:							
		MAX ALLOWABLE REPAIR COST:							
		This equipment has been classified IAW AR 725-50							
		Condition Code:			Document Number:				
		Repair limitations are not within that of AR 750-27, 750-97 & 735-11							
		Remarks:							

DA FORM 2404, APR 79

Replaces edition of 1 Jan 64, which will be used

USAPPC V1.10

FIGURE 5-3

S:

IMKO-AB-LG-PCB (710-2d)

Date:

MEMORANDUM FOR Commander/Hand Receipt Holder,  
UIC: \_\_\_\_\_ (H/R# \_\_\_\_)

SUBJECT: Semiannual Hand Receipt Update and Required Inventories

1. AR 710-2, para 2-10, requires that hand receipt and cyclic inventories be updated semiannually. The attached working copy of the Hand Receipt MTOE/TDA, (Enclosure \_\_\_\_ ) is forwarded for your review and verification. The transaction cutoff date for this hand receipt was \_\_\_\_\_. Once all items have been verified and all discrepancies have been resolved, the original Hand Receipt must be signed at the PCB, Building #2720, NLT \_\_\_\_\_. Extensions to this suspense will be requested, in writing, to PBO, 8th U.S. Army/USFK/CFC, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333.
2. AR 710-2, para 2-12, requires that hand receipt holders conduct a 10 % cyclic inventory will be conduct in lieu of the 100% physical inventory annually. The attached Cyclic Inventory Listing (PCN: RPT-1) listing LIN \_\_\_\_\_ through LIN \_\_\_\_\_, is forwarded for your inventory. Procedures for conducting this inventory are explained in DA Pam 710-2-1, para 9-6. The original copy of the Cyclic Inventory Listing will be signed and returned to this office by the above suspense date.
3. AR 710-2, para 2-12, requires that sensitive items and Controlled Cryptographic Items (CCI) be inventoried quarterly. The attached Sensitive Items Inventory Listing (PCN: RPT-2) is forwarded for your inventory. Sensitive and CCI items requiring inventorying are identified with Controlled Item Inventory Code (CIIC) of 1 – 6, 8, 9, \$, N, P, Q, R and Y (night vision devices). The CIIC for each item is in the AMDF and on your hand receipt. Any other CIIC appearing on the Sensitive items Inventory Listing should be disregarded. Procedures for conducting this inventory are explained in DA Pam 710-2-1, para 9-9. The original copy of the Sensitive Items Inventory Listing will be signed and returned to this office by the above suspense date.
4. AR 710-2, para 2-12, requires that explosive and hazardous items be inventoried monthly. The attached Sensitive Items Inventory Listing (PCN: RPT-2), is forwarded for your inventory. Explosive and hazardous items requiring inventorying are identified with CIIC of 2, 3, or 4. The CIIC for each item is in the AMDF and on your hand receipt. Procedures for conducting this inventory are explained in DA Pam 710-2-1, para 9-9. The original copy of the Sensitive Items Inventory Listing will be signed and returned to this office by the above suspense date.

FIGURE 6-1

Pg. 1 of 6

FIGURE 6-1(CONT)

IMKO-AB-LG-PCB (710-2d)

SUBJECT: Semiannual Hand Receipt Update and Required Inventories

5. Any discrepancies identified during the hand receipt verification or required inventory, must be brought to the attention of the 8th U.S. Army Organ PBO, Supply Technician for assistance in resolution. Supply regulations prohibit any annotations of corrective actions on the original copies that must be signed by the Hand Receipt Holder. Problems must be resolved prior to signing the original copy of each document, and before the scheduled appointment date shown in para 1.

6. Results of the required inventory will be recorded below, and forwarded to this office along with the original copy of the inventory list, by the above suspense date. Discrepancies noted during the inventories must be documented, and this office stands ready to assisting in resolving and documenting these discrepancies.

7. POC of this office is Mr. Cho, 723-7999 or SFC Stevens, 723-7939.

RONNIE PADGETT, GS-12  
PBO, 8th U.S. Army/USFK/CFC Orgn

---

(IMKO-AB-LG-PCB/_____) (710-2d) 1st End	
_____ OFC SYMBOL	_____ DATE
_____ NAME	/ ____ / ____ INITIAL PH #
_____ UNIT	
_____ DATE	

PROPERTY BOOK OFFICER, 8th U.S. Army/USFK/CFC ORGN, ATTN:  
IMKO-AB-LG-PCB, APO AP 96205-5333

1. Property indicated above has been inventoried. Also all sensitive/CCI, explosive, and hazardous items have been inventoried.

2. No discrepancies noted/Discrepancies annotated below:

\_\_\_\_\_  
(Hand Receipt Holder's Signature)

FIGURE 6-1

Pg. 2 of 6

FIGURE 6-1(CONT)

S:

IMKO-AB-LG-PCB (710-2d)

Date:

MEMORANDUM FOR Commander/Hand Receipt Holder,  
UIC: \_\_\_\_\_ (H/R# \_\_\_\_)

SUBJECT: Semiannual Hand Receipt Update and Required Inventories

1. AR 710-2, para 2-10, requires that hand receipt and cyclic inventories be updated semiannually. The attached working copy of the Hand Receipt TDA, (Enclosure \_\_\_\_ ) is forwarded for your review and verification. The transaction cutoff date for this hand receipt was \_\_\_\_\_. Once all items have been verified and all discrepancies have been resolved, the original Hand Receipt must be signed at the PCB, Building #2720, NLT \_\_\_\_\_. Extensions to this suspense will be requested, in writing, to PBO, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333.
2. AR 710-2, para 2-12, requires that hand receipt holders conduct a 10 % cyclic inventory will be conduct in lieu of the 100% physical inventory annually. The attached Cyclic Inventory Listing (PCN: RPT-1) listing LIN \_\_\_\_\_ through LIN \_\_\_\_\_, is forwarded for your inventory. Procedures for conducting this inventory are explained in DA Pam 710-2-1, para 9-6. The original copy of the Cyclic Inventory Listing will be signed and returned to this office by the above suspense date.
3. AR 710-2, para 2-12, requires that sensitive items and Controlled Cryptographic Items (CCI) be inventoried quarterly. The attached Sensitive Items Inventory Listing (PCN: RPT-2), is forwarded for your inventory. Sensitive and CCI items requiring inventorying are identified with Controlled Item Inventory Code (CIIC) of 1 – 6, 8, 9, \$, N, P, Q, R and Y (night vision devices). The CIIC for each item is in the AMDF and on your hand receipt. Any other CIIC appearing on the Sensitive Items Inventory Listing should be disregarded. Procedures for conducting this inventory are explained in DA Pam 710-2-1, para 9-9. The original copy of the Sensitive Items Inventory Listing will be signed and returned to this office by the above suspense date.
4. AR 710-2, para 2-12, requires that explosive and hazardous items be inventoried monthly. The attached Sensitive Items Inventory Listing (PCN: RPT-2) and Ammunition Operational Load (DA Form 2062) are forwarded for your inventory. Explosive and hazardous items requiring inventorying are identified with CIIC of 2, 3, or 4. The CIIC for each item is in the AMDF and on your hand receipt. Procedures for conducting this inventory are explained in DA Pam 710-2-1, para 9-9. The original copy of the Sensitive Items Inventory Listing will be signed and returned to this office by the above suspense date.

FIGURE 6-1

FIGURE 6-1(CONT)

FIGURE 6-1 (CONT'D)

IMKO-AB-LG-PCB (710-2d)

SUBJECT: Semiannual Hand Receipt Update and Required Inventories

5. Any discrepancies identified during the hand receipt verification or required inventory, must be brought to the attention of the Area II Support Activity PBO Supply Technician for assistance in resolution. Supply regulations prohibit any annotations of corrective actions on the original copies that must be signed by the Hand Receipt Holder. Problems must be resolved prior to signing the original copy of each document, and before the scheduled appointment date shown in para 1.

6. Results of the required inventory will be recorded below, and forwarded to this office along with the original copy of the inventory list, by the above suspense date. Discrepancies noted during the inventories must be documented, and this office stands ready to assisting in resolving and documenting these discrepancies.

7. POC of this office is Mr. Song, 723-6602 or SSG Buhner, 723-7900.

STEPHEN F. KANG GS-12  
PBO, Area II Support Activity

_____ (IMKO-AB-LG-PCB/_____) (710-2d) 1st End	
OFC SYMBOL	DATE
/ _____ / _____	
NAME	INITIAL PH #
_____	
UNIT	DATE

PROPERTY BOOK OFFICER, AREA II SA ORGN, ATTN: IMKO-AB-LG-PCB,  
APO AP 96205-5333

1. Property indicated above has been inventoried. Also all sensitive/CCI, explosive, and hazardous items have been inventoried.

2. No discrepancies noted/Discrepancies annotated below:

\_\_\_\_\_  
(Hand Receipt Holder's Signature)

FIGURE 6-1

Pg. 4 of 6



FIGURE 6-1(CONT)

S:

IMKO-AB-LG-PCB (710-2d)

Date:

MEMORANDUM FOR Commander/Hand Receipt Holder,  
UIC: \_\_\_\_\_ (H/R# \_\_\_\_\_)

SUBJECT: Semiannual Hand Receipt Update and Required Inventories

1. AR 710-2, para 2-10, requires that hand receipt and cyclic inventories be updated semiannually. The attached working copy of the Hand Receipt (DPTD 222R) Installation, (Enclosure \_\_\_\_\_) is forwarded for your review and verification. The transaction cutoff date for this hand receipt was \_\_\_\_\_. Once all items have been verified and all discrepancies have been resolved, the original Hand Receipt must be signed at the PCB, Building #2720, NLT \_\_\_\_\_. Extensions to this suspense will be requested, in writing, to IPBO, Area II Support Activity, ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333.
2. AR 710-2, para 2-12, requires that hand receipt holders conduct a 100% physical inventory annually. The attached Cyclic Inventory Listing (DPTD 222R) listing LIN \_\_\_\_\_ through LIN \_\_\_\_\_, is forwarded for your inventory. Procedures for conducting this inventory are explained in DA Pam 710-2-1, para 9-6. The original copy of the Cyclic Inventory Listing will be signed and returned to this office by the above suspense date.
3. Any discrepancies identified during the hand receipt verification or required inventory, must be brought to the attention of the Area II Support Activity IPBO Supply Technician for assistance in resolution. Supply regulations prohibit any annotations of corrective actions on the original copies that must be signed by the Hand Receipt Holder. Problems must be resolved prior to signing the original copy of each document, and before the scheduled appointment date shown in para 1.
4. Results of the required inventory will be recorded below, and forwarded to this office along with the original copy of the inventory list, by the above suspense date. Discrepancies noted during the inventories must be documented, and this office stands ready to assisting in resolving and documenting these discrepancies.

FIGURE 6-1

Pg. 5 of 6

FIGURE 6-1(CONT)

IMKO-AB-LG-PCB (710-2d)

SUBJECT: Semiannual Hand Receipt Update and Required Inventories

5. POC of this office is Mr. Kim at 723-8003 or SSG Buhrer, 723-7900.

STEPHEN F. KANG GS-12  
IPBO, Area II Support Activity

_____ (IMKO-AB-LG-PCB/_____) (710-2d) 1st End	
OFC SYMBOL	DATE
_____/_____/_____	
NAME	INITIAL PH #
_____	
UNIT	DATE

INSTALLATION PROPERTY BOOK OFFICER, Area II Support Activity,  
ATTN: IMKO-AB-LG-PCB, APO AP 96205-5333

1. Property indicated above has been inventoried. Also all sensitive/CCI, explosive, and hazardous items have been inventoried.
2. No discrepancies noted/Discrepancies annotated below:

\_\_\_\_\_  
(Hand Receipt Holder's Signature)

FIGURE 6-1

Pg. 6 of 6

[illegible]

(LETTER HEAD)

OFFICE SYMBOL

DATE:

MEMORANDUM FOR AREA II Support Activity, PBO, APO AP 96205

SUBJECT: Request to Reestablish Equipment

1. Request the following items listed below be reestablished to hand receipt #30 (Financial Liability Investigation of Property Loss # 22-04 (W807YL-4312-0015). These items were recovered by the during the Financial Liability Investigation of Property Loss Process on 10 Nov 04.

Nomenclature, Model, NSN, SN, and LIN

2. POC is the undersigned at 723-7939.

JEAN DOE  
SFC, USA  
S-4 NCOIC

---

EANC-SA (IKAB-HM-HSS/ 10 NOV 04) 1<sup>ST</sup> End

SUBJECT: Request to Reestablish Equipment (Financial Liability Investigation of Property 18-04)

FOR: Property Control Branch, DOL, Area II Support Activity, Unit 15333, APO AP 96205-5333 10 NOV 04

1. While appointed as the Financial Liability Investigation of Property Loss officer, I personally saw the items that were previously reported as missing property on Financial Liability Investigation of Property Loss # 18-04. The Property that was located is listed on the Request to Reestablish Equipment Memorandum dated 10 NOV 04 attached. I told the Supervisor of the Primary Hand Receipt Holder to ensure that the PCB reestablish accountability for the property.

2. Point of Contact is the undersigned at 738-4070.

James Smith  
CPT, QM  
Surveying Officer

---

**(This portion will be completed by PCB)**

IMKO-AB-LG-PCB (IKAB-HM-HSS/ 10 NOV 04) 2ND End

SUBJECT: Request to Reestablish Equipment (Financial Liability Investigation of Property 18-04)

Property Control Branch, DOL, Area II Support Activity, Unit 15333, APO AP 96205-5333 10 NOV 04

FOR AREA II SA DPA, ATTN: IKAB-HM-HSS, APO AP 96205-5333

Property accountability has been reestablished.

RONNIE PADGETT  
GS-12  
Chief, Property Control Branch

FIIGURE 8-1

Figure 8-2

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TROOP COMMAND  
UNIT #15171  
APO AP 96205-0260**

REPLY TO  
ATTENTION OF:

MEMORANDUM THRU: Troop CMD-K CDR Unit 15171 APO AP 96205

MEMORANDUM FOR: Property book office ATTN: EARM-MA, Unit 15236 APO AP 96205


SUBJECT: Request for MTOE Change

1. Request that the items listed in section III, Paragraph of the MTOE P80162 dated 20031016 be deleted from the Modification Table of Equipment and Allowances.
2. The Unit Ministry Office do not require these items to perform their wartime mission and requested deletion from the MTOE.
3. POC for this action is SGT Wilson @ 555-5555

JOHN WAYNE  
LTC, IN  
Commanding

Pg. 1 of 3

Figure 8-2 Continued  
Deletion

<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b> <small>For use of this form, see AR 25-30; the proponent agency is OAASA</small>						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).			DATE  10 December 2004													
TO: (Forward to proponent of publication or form) (Include ZIP Code) EUSA, ACoS Resource Management ATTN: EARM-MA-D, Unit#15236 APO-AP 96205-0009						FROM: (Activity and location) (Include ZIP Code) Commander 718th Ordnance Company (EOD) Unit # 15347 APO AP 96258-0194																
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>																						
PUBLICATION/FORM NUMBER MTOE: CCNUM: P80102 EDATE: 20031016						DATE 16 October 2003		TITLE Modification of Table of Organization and Equipment														
ITEM	PAGE	PARA-	LINE	FIGURE NO.	TABLE	RECOMMENDED CHANGES AND REASON																
1.	2		T07679			Nomenclature Truck Utility: Heavy Variant M998																
						<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Change from</td> <td style="text-align: center;">REQ</td> <td style="text-align: center;">AUTH</td> <td style="text-align: center;">Change to</td> <td style="text-align: center;">REQ</td> <td style="text-align: center;">AUTH</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>					Change from	REQ	AUTH	Change to	REQ	AUTH	5	5	5	0	0	0
Change from	REQ	AUTH	Change to	REQ	AUTH																	
5	5	5	0	0	0																	
2.	2		T95924			<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> </table>					5	5	2	2								
5	5	2	2																			
Justification: These five vehicles are replaced by LIN S25817, which are the new BEOD vehicles M1097A2. These are not a requirement for an extra five vehicles used for EOD team operations. Recommend that the quantity get reduced from five authorized 1 1/4 Ton trailers to two authorized 1 1/4 Ton mobility trailers. The additional trailers can not be used based on the company personnel density and mission.																						
<small>* Reference to line numbers within the paragraph or subparagraph.</small>																						
TYPED NAME, GRADE OR TITLE Gordon Lightfoot CPT, OD Commanding						TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION DSN 555-5555		SIGNATURE 														

DA FORM 2028, FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

USAPA V3.01

Figure 8-2 Continued  
Addition

[illegible]

Figure 8-3

**HEADQUARTERS, UNITED NATIONS COMMAND  
MILITARY ARMISTICE COMMISSION  
UNIT #15259  
APO AP 96205-0032**

REPLY TO  
ATTENTION OF:

MEMORANDUM THRU Commander, AREA II Support Activity, ATTN: IMKO-AB-LG-PCB

THRU: Commander, United States Army Troop command-Korea, APO AP 96205-0010

FOR Headquarters, 8<sup>th</sup> Army, Assistant Chief of Staff, Resource Management, ATTN: EARM-MA, Unit#15236, APO AP 96205

SUBJECT: Request for TDA Change

1. Request that the attached DA Form 4610-R, Equipment Change in MTOE/TDA authorizing a DTD ANCYZ-10 (43) be approved for the United Nations Command Military Armistice Commission (UNCMAC).
2. UNCMAC is responsible for Armistice compliance and maintenance throughout the entire DMZ and Northwest Islands. This entails conducting time-sensitive special investigations on all alleged Armistice violations immediately after an incident occurs. IAW UNC Regulation 551-4, UNCMAC is required to provide documentation to the Deputy Chief of Staff (DCS) on alleged Armistice violations within 72 hours of an incident. Furthermore, the majority of the information contained in the special incident reports is classified Secret ROKUS. GCCS-K is therefore required for mission accomplishment and the timely transfer of information to and from the Command Center Seoul and the UNC Staff. At present, UNCMAC does not have GCCS-K capability. Approving this request will immediately remedy this deficiency.
3. POC is SFC Snuffy, 555-5555, Snuffy@Korea.army.mil

WILL ROCK  
LTC, IN  
Commanding

Pg. 1 of 4



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, AREA II, SUPPORT ACTIVITY**  
**UNIT 15333**  
**APO AP 96205-5333**

REPLY TO  
ATTENTION OF:

MEMORANDUM THRU Commander, AREA II Support Activity, ATTN: IMKO-AB-LG-PCB

FOR Resource Management, AREA II Support Activity, ATTN: IKAB-RM-M, APO AP 96205

SUBJECT: Request for TDA Change

1. Request that the attached DA Form 4610-R, Equipment Change in MTOE/TDA authorizing a DTD ANCYZ-10 (43) be approved for the AREA II Support Activity DPTMS.

2. DPTMS is responsible for Armistice compliance and maintenance throughout the entire DMZ and Northwest Islands. This entails conducting time-sensitive special investigations on all alleged Armistice violations immediately after an incident occurs. IAW UNC Regulation 551-4, DPTMS is required to provide documentation to the AREA II Installation Commander on alleged Armistice violations within 72 hours of an incident. Furthermore, the majority of the information contained in the special incident reports is classified Secret ROKUS. GCCS-K is therefore required for mission accomplishment and the timely transfer of information to and from the Command Center Seoul and the UNC Staff. At present, UNCMAC does not have GCCS-K capability. Approving this request will immediately remedy this deficiency.

3. POC is SFC Snuffy, 555-5555, Snuffy@Korea.army.mil

WILL ROCK  
LTC, IN  
Commanding

Figure 8-3 Continued

EQUIPMENT CHANGES IN MTOE/TDA													
For use of this form, see AR 71-32; the proponent agency is ODCSOPS													
1. TITLE OF FUNCTIONAL AREA										2. UIC		3. UNIT DESIGNATION	
United Nations Command Military Armistice Commission										W4QCAA		W4QCAA	
EIGHTH ARMY, APO AP 96205										W4QCAA		0106	
PART I - EQUIPMENT													
SECTION A - ITEMS TO BE ADDED AND/OR DELETED													
ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY REQ	QUANTITY ADDED AUTH	QUANTITY DELETED AUTH	NEW PARA QTY REQ	NEW RECAP QTY REQ	NEW RECAP QTY AUTH	Qty On Hand Not Auth
1		D7855		2	DTD ANCYZ-10 (43)	535	1	1	0	1	1	1	1
SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA													
ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY REQ	QUANTITY DELETED AUTH	UIC	MTOE/TDA NUMBER	CCNUM	Asset To Be Trf YES	REMARKS
N/A	N/A	N/A		N/A	N/A				N/A	N/A	N/A		N/A
PART II - PERSONNEL -- NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)													
ITEM NO.	PARA	LIN	No. Positions (A)/(D)	DESCRIPTION	GR	MOS	ASI/LC	BR	ID	AMSC	NEW RECAP REQ	AUTH	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			

USAPPC V2.00

EDITION OF DA FORM 4610-R, JAN 80 IS OBSOLETE.

DA FORM 4610-R, SEP 96

Figure 8-3  
(Continued)

PART III - JUSTIFICATION	
<p><b>JUSTIFICATION:</b> Installment of GCCS-K:</p> <p>UNCMAC is responsible for Armistice compliance and maintenance throughout the entire DMZ and Northwest Islands. This entails conducting time-sensitive special investigations on all alleged Armistice violations immediately after an incident occurs. IAW UNC Regulation 551-4, UNCMAC is required to provide documentation to the Deputy Chief of Staff (DCS), UNC on alleged Armistice violations within 72 hours of an incident. FuUNCMAC is responsible for Armistice compliance and maintenance throughout the entire DMZ and Northwest Islands. This entails conducting time-sensitive special investigations on all alleged Armistice violations immediately after an incident occurs. IAW UNC Regulation 551-4, UNCMAC is required to provide documentation to the Deputy Chief of Staff (DCS) on alleged Armistice violations within 72 hours of an incident. Furthermore, the majority of the information contained in the special incident reports is classified Secret ROKUS. GCCS-K is therefore required for mission accomplishment and the timely transfer of information to and from the Command Center Seoul and the UNC Staff. At present, UNCMAC does not have GCCS-K capability. Approving this request will immediately remedy this deficiency.</p> <p style="text-align: center;">WILL ROCK LTC, IN Commanding</p> <p>UNCMAC is currently hand walking all hard copy documents back and forth from Command Center (CC) Seoul. We are currently blind and only have visibility of a third what we need to do.</p> <p>Most of Operations have used SIPR before; however, refresher training will be needed once the equipment is installed.</p>	
<p style="text-align: center;"><b>INSTRUCTIONS</b></p>	
<p>Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.</p> <p><b>PART I - SECTION A:</b></p> <ol style="list-style-type: none"> <li>Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.</li> <li>Show deletion when an item(s) will be deleted to satisfy the item being requested.</li> </ol> <p><b>PART I - SECTION B:</b></p> <ol style="list-style-type: none"> <li>Complete this part when the item being requested will be transferred from another MTOE/TDA.</li> <li>The remarks column will identify the item number in Section A that the transfer will affect.</li> </ol>	<p><b>PART II:</b></p> <ol style="list-style-type: none"> <li>The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.</li> <li>This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.</li> <li>When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".</li> </ol> <p><b>PART III:</b> This part will be completed IAW AR 71-32 with the following additional information when applicable --</p> <ol style="list-style-type: none"> <li>Why presently authorized equipment cannot be used.</li> <li>If the request is approved, the deletion will occur simultaneously.</li> <li>Why the tactical vehicle is required for a TDA unit.</li> </ol>

Figure 8-4

## COMSEC INCIDENT REPORT

TO: DIRUSACSLA FT HUACHUCA AZ//SELCL-SAS-IN//  
INFORMATION: DIRNSA FT GEORGE G MEADE MD//I413//  
DIRUSACSLA FT HUACHUCA AZ//SELCL-ID-KEY/SELCL-SAS-IN//  
APPROPRIATE COMMAND CHANNELS  
APPROPRIATE MACOM  
LOCAL US ARMY COUNTERINTELLIGENCE SUPPORT UNIT  
IF OCONUS INCLUDE CSLA CIR

U N C L A S S I F I E D

SUBJECT INITIAL COMSEC INCIDENT REPORT

A. AR 380-40, CHAPTER 7, DTD 30 June 2000

B. TB 380-41, PARAGRAPH 5.24 THROUGH 5.33, DTD 3 JUL 03

1. USFK-J6

2. SECURE TELEPHONE UNIT III:

A. N/A.

B. STUG3000065316, STUB2600001394, STUB1200015403.

C. N/A.

3. UNKEYED.

4. INCIDENT DESCRIPTION. ON OR ABOUT 15 MAY 2005 MSG BUTLER AND GYSGT GATES CONDUCTED A 100% SENSITIVE ITEM INVENTORY. DURING THE INVENTORY IT WAS FOUND THAT A TOTAL OF SEVEN MISSING STU III PHONES. WE SEARCHED BUT COULD NOT FIND THE PHONES. THE BOTH OF US CONTACTED PBO WHO ALLOWED MSG BUTLER TO SIGN THE HAND RECEIPT AND PCS TO HIS NEW DUTY STATION. IN DECEMBER PBO CONTACTED ME TO INFORM ME THAT A SENSITIVE ITEM INVENTORY WAS DUE. I RECEIVED THE PAPERWORK CONDUCTED A INVENTORY AND WITH THE ASSISTANCE OF SSG PHILLIPS THE SUPPLY SGT AT THE TIME FOUND FOUR OF THE SEVEN MISSING PHONES. THE PHONES WERE LOCATED IN A CONTAINER OWNED BY J64. THE FOUR PHONES WERE THE OLD STYLE STU III PHONES THEY HAD NO CABLES NOR HANDSETS WITH THE PHONES AT THE TIME THEY WERE DISCOVERED. THE THREE MISSING PHONES HAVE BEEN LOOKED FOR IN ALL POSSIBLE LOCATIONS BUT HAVE NOT BEEN FOUND.

5. COMPROMISE CAN NOT BE RULED OUT.

6. N/A

7. MISSING MATERIAL:

A. LAST KNOWN SIGHTING: SOMEWHERE WITHIN USFK J6 JFMO

B. CAUSE OF LOSS: UNKNOWN

C. ACTIONS TAKEN: HAVE LOOKED IN EVERY ROOM, CLOSET, AND

CONTAINER.

D. UNAUTHORIZED ACCESS: UNKNOWN

E. DISPOSAL METHOD USED: N/A

8. TEMPORARY LOSS. N/A

9. THIS IS A INITIAL COMSEC INCIDENT REPORT.

10. POC GYSGT GATES 723-5877, 011-82-2-7913-5877, 011-82-2-7913-5880

DECLAS: X1

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, AREA II, SUPPORT ACTIVITY**  
**UNIT 15333**  
**APO AP 96205-5333**

IMKO-AB-LG-PCB

2 MAY 05

MEMORANDUM FOR PCB Primary Hand Receipt Holders

SUBJECT: Primary Hand Receipt Holders Duties and Responsibilities

References:

- a. AR 710-2, Supply Policy Below the National Level
- b. AR 735-5, Policies and Property Accountability
- c. DA Pam 710-2-1 Using Unit Supply System (Manual Procedures)
- d. Area II Support Activity Property Control Branch External SOP
- e. Command Policy # 4-3 dtd 2 May 05

1. As a Commander or Primary Hand Receipt Holder (PHRH) for the Property Control Branch (PCB) you have direct responsibility for the property that is listed on Hand receipt Number . In accordance with AR 735-5, paragraph 2-8, Direct Responsibility is defined as the obligation for you to ensure that all Government property which has been receipted, is properly used and cared for, and that proper custody and safekeeping are provided. Direct responsibility results from your acceptance of the property on hand receipt from the Property Book Officer. Accountability is the obligation of the Property Book Officer to keep records of property.

2. The PHRH's signature of the hand receipt indicates responsibility that all end items annotated are on hand and complete with all components of the end item, basic issue items and additional authorized items are on hand as prescribed in the applicable technical manual, supply catalog (SC), users manual or other publication accompanying the item(s). Anything less than 100% accountability requires positive action on the part of the PHRH to reestablish that accountability.

3. The following inventories are required by the regulatory references listed above.

- a. 100% physical inventory of property must be conducted annually.
- b. 10% monthly inventory must be conducted Semi-annually using the cyclic inventory printout ALV 885 provided by the Property Control Branch.
- c. Monthly Sensitive Items Inventory to include Quarterly Controlled Cryptographic Items (CCI).
- d. Semi-annual 100% update must be conducted every six months from the date of your original or previous update.

MEMORANDUM FOR PCB Primary Hand Receipt Holders  
SUBJECT: Primary Hand Receipt Holders Duties and Responsibilities

4. A joint 100% inventory will be conducted anytime a PHRH holder changes. This will include permanent change of station (PCS), transfer of section or organization or is absent from duty i.e. TDY, leave, for a period of more than 30 days. Schedule an appointment with PCB. This inventory will be conducted no less than 30 days prior to the planned signing of the hand receipt by the incoming hand receipt holder. The following requirements must be met:

a. The outgoing PHRH will schedule a change of hand receipt in-brief with their assigned property book team manager prior to the execution of the inventory. It is highly advisable to bring the incoming PHRH along if possible. The property book team manager will post all change documents to your hand receipt and have you sign the update. Your account will then be frozen to prevent any further transactions during the inventory process.

b. Execute all layouts and inventories in accordance with the appropriate publication. Verify the latest publication date prior to the inventory using DA PAM 25-30.

c. Ensure that all adjustment actions have been initiated and reported to the PCB and are annotated on the Change of Primary Hand Receipt Holder Joint Inventory Results memorandum.

d. Submit the Change of Primary Hand Receipt Holder Joint Inventory Results memorandum along with the Certificate of Responsibility by the incoming PHRH .

5. As per AR 710-2 Page 32 (7) Immediately upon notification that the hand receipt holder will be absent from his/her primary duties due to extended temporary duty, an emergency, or hospitalization, and 100% joint inventory cannot be conducted, the commander/active chief will appoint an interim hand receipt holder and an inventory team. The newly appointed PHRH and inventory team will conduct an inventory of all property on the hand receipt. This inventory is to be completed as soon as possible but must be completed within 30 days. Any discrepancies discovered will be reported to the commander/ activity chief and accounted for per AR 735-5. Upon return of the original PHRH or the appointment of a new PHRH a joint inventory is accomplished per table 2-2 of AR 735-5.

6. POC is the undersigned at 723-3949.

RONNIE PADGETT  
Chief Property Control Branch

SUBJECT: Change of Primary Hand Receipt Holder Joint Inventory Results

1. In accordance with applicable policies, all property assigned to hand receipt # \_\_\_\_\_ has been inventoried during a joint change of custody inventory between \_\_\_\_\_ (outgoing) and \_\_\_\_\_ (incoming) on the date of \_\_\_\_\_. All discrepancies (if any) resulting from this inventory have been accounted for on the applicable adjustment documents attached with the following exceptions:

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2. Accountability documents processed during the inventory:

- a. Accountability Adjustment Documents (AARs) (DA Form 4949):
- b. Statements of Charges/Cash Collection Voucher (DD Form 362):
- c. Financial Liability Investigation of Property Loss (DD Form 200):
- d. AR 15-6:

MEMORANDUM FOR DOL, Property Control Branch, Area II Support Activity, APO AP 96205  
SUBJECT: Change of Primary Hand Receipt Holder Joint Inventory Results

3. I, \_\_\_\_\_, the incoming hand receipt holder of the hand receipt # \_\_\_\_\_, have conducted a 100% inventory of all property listed on the Installation, Organization and Durable hand receipt(s) dated \_\_\_\_\_. All property and components of the end items or basic issue items are on hand, documented on adjustment documents, or have been reported as shortages to the PBO for action. Documents such as statement of charges/cash collection voucher (DA Form 362) or Financial Liability Investigation of Property Loss (DD Form 200) were processed prior to my signing the hand receipt. I understand that by signing the hand receipt that I assume full responsibility for all property and its components as listed on the automated and/or manual hand receipt. Additionally, I have received and read the Area II Support Activity Property Control Branch External SOP, the Command Policy # 4-3 dated 22 April 05 and the Primary Hand Receipt Holders Duties and Responsibilities memorandum. I fully understand that failure to comply with the references outlined in this memorandum may result in the assessment of financial liability for the loss, damage or destruction of the property that I am accounting for. As of this date I am prepared to officially change hand receipt holder responsibilities. All sub-hand receipts have been updated/signed and all property accountability adjustment actions have been initiated. I am satisfied with the property accountability change over. I further consider supply readiness my primary additional duty.

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Signature, Rank, Date



MEMORANDUM FOR Property Control Branch, DOL, Area II Support Activity, APO AP 96205

SUBJECT: Certificate of 100% Inventory Update

1. IAW AR 710-2, para 2-12, table 2-1 and DA Pam 710-2-1, para 9-6 and 9-7 a physical inventory of all unit/section property has been conducted as annotated in para 2 below.

2. I, \_\_\_\_\_ certify that I have conducted a 100% inventory of all property listed on HR# \_\_\_\_\_ Bldg# \_\_\_\_\_ a complete list of all overage's and shortage's is attached.

3. As Hand Receipt Holder I'm aware of my responsibilities as outlined in AR 710-2, and AR 735-5 as pertains to the process of clearing my Hand Receipt, prior to departing.

4. I have received a copy of PCB's SOP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Rank

**HAND RECEIPT (H/R) INFORMATION**

DATE H/R UPDATED: \_\_\_\_\_ H / R NUMBER: \_\_\_\_\_

UNIT/ORGANIZATION/ACTIVITY/SECTION: \_\_\_\_\_

**HAND RECEIPT HOLDER:**\_\_\_\_\_, \_\_\_\_\_ MI  
Last name First name

Rank: \_\_\_\_\_ DEROS: \_\_\_\_\_ Telephone #: \_\_\_\_\_ BLDG #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**SUPERVISOR:**☐ (Same as Appointing Auth.) \_\_\_\_\_, \_\_\_\_\_ MI  
Last name First name

Rank: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**BRANCH/DIV CHIEF OR CDR:**☐ (Same as Appointing Auth.) \_\_\_\_\_, \_\_\_\_\_ MI  
Last name First name

Rank: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**APPOINTING AUTHORITY:**\_\_\_\_\_, \_\_\_\_\_ MI  
Last name First name

Rank: \_\_\_\_\_ DEROS: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**SUPPLY SERGEANT:**\_\_\_\_\_, \_\_\_\_\_ MI  
Last name First name

Rank: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PHRH DUTIES/RESPONSIBILITIES MEMO ON FILE** YES ☐ NO ☐**APPOINTMENT ORDERS ON FILE** YES ☐ NO ☐**DA FORM 1687 ON FILE** YES ☐ NO ☐ EXPIRATION DATE: \_\_\_\_\_  
(One year or less. Indef. not accepted.)

\*\*\*\*\*

NAME	DATE	INITIALS	REMARKS
MS. SO			
SFC STEVENS			
MR. KANG			
MR. PEÑA			
MR. PADGETT			
MS. YU			
CHECKED WITH ALL PROPERTY BOOK TEAMS TO ENSURE THAT ALL HAND RECEIPTS WERE UPDATED AT THE SAME TIME. <input type="checkbox"/>			
Installation _____ Area II SA _____ 8 <sup>th</sup> Army Organization _____			
(Supply Tech's Initials) _____			

**HAND RECEIPT (H/R) INFORMATION UPDATE**

DATE H/R UPDATED: \_\_\_\_\_ H/R NUMBER: \_\_\_\_\_

HAND RECEIPT HOLDER'S DEROS: \_\_\_\_\_

CHANGED APPOINTING AUTHORITY YES ☐ NO ☐ If "Yes", fill out the information below  
If "No", stop here

APPOINTMENT ORDERS ON FILE YES ☐ NO ☐

DA FORM 1687 ON FILE YES ☐ NO ☐ EXPIRATION  
DATE: \_\_\_\_\_

APPOINTING AUTHORITY: \_\_\_\_\_, \_\_\_\_\_ MI  
Last name First name

Rank: \_\_\_\_\_ DEROS: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_, \_\_\_\_\_ ☐  
(Same as Appointing Auth.) Last name First name MI

Rank: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

BRANCH/DIV CHIEF OR CDR: \_\_\_\_\_, \_\_\_\_\_  
☐ (Same as Appointing Auth.) Last name First name MI

Rank: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*\*\*\*\*

NAME	DATE	INITIALS	REMARKS
MS. SO			
SFC STEVENS			
MR. KANG			
MR. PEÑA			
MR. PADGETT			
MS. YU			
CHECKED WITH ALL PROPERTY BOOK TEAMS TO ENSURE THAT ALL HAND RECEIPTS WERE UPDATED AT THE SAME TIME. <input type="checkbox"/>			
Installation _____ Area II SA _____ 8 <sup>th</sup> Army Organization _____ (Supply Tech's Initials) _____			





**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, AREA II, SUPPORT ACTIVITY**  
**UNIT 15333**  
**APO AP 96205-5333**

REPLY TO

ATTENTION OF:

IMKO-AB-LG-PCB (710-2d)

20 APR 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delivery/Pick-up of Equipment, Furniture, and Supplies

1. The following procedures will be followed for units receiving equipment, furniture, or supplies through the AREA II SUPPORT ACTIVITY, Property Control Branch (PCB):

a. PCB will complete the following actions upon receipt of items from the Supply Support Activity (SSA):

(1) Process the receipt documents in the Defense Property Accountability System.

(2) Identify the correct hand receipt to which the items were requested for.

(3) Customer must sign receiving copy (DD Form 1348-1).

(4) For full support customers, contact the respective hand receipt holders that the items have been received, and establish a delivery schedule. For all other customers, contact the respective hand receipt holders, and establish a pickup schedule.

b. Units/activities will complete the following:

(1) Full support customers will schedule delivery of the items by PCB within 15 days of notification from PCB that the items are ready for issue.

(2) All other customers will schedule a pickup date within 15 days of notification from PCB that the items are ready for issue.

(3) As an exception to the above timelines, delivery/pickup of modular furniture will be completed within 5 days of notification from PCB.

2. Full support units/activities that are receiving large deliveries, such as modular furniture, are requested to provide personnel (in-house or KSC personnel) to assist in unloading the vehicles at their location, and moving the items to the desired location.

3. Due to PCB's limited facilities, PCB is unable to store items for units. Items that are left at PCB for over thirty (30) days, will be turned in to the SSA as excess.

4. POC for additional information is Mr. Kang, 723-8451 or Mr. Kim, IPBO Tech, 723-8003.

//original signed//  
RONNIE PADGETT  
Chief, Property Control Br.

DISTRIBUTION:

A



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, AREA II, SUPPORT ACTIVITY**  
**UNIT 15333**  
**APO AP 96205-5333**

REPLY TO

ATTENTION OF:

IMKO-AB-LG-PCB

20 APR 06

**MEMORANDUM FOR WHOM IT MAY CONCERN**

**SUBJECT: Disposition of Installation Property during Hostilities**

1. This policy prescribes using unit property accounting requirement in time of war or emergency. Accountability of Installation Property during hostilities will be terminated by deploying units. Units' representative will secure their building and turn-in their keys to the Directorate of Public Works (DPW), Real Property Account Officer. After the keys to the building are turned in, call the Property Control Branch at 723-6604 and inform the Property Book Officer. Commander and Section Chief's will be responsible for removing all data (sensitive or personal) from Automated Data Processing Equipment (ADPE) before departure. When hostilities cease or the emergency subside, units will reestablish accountable records for all government property per AR 710-2 para 2-4 & 2-5 and AR 735-5 para 2-2.
2. Point of contact for additional information is Mr. Kang, 723-8451.

//original signed//  
STEPHEN F. KANG  
GS-12  
Property Book Officer



DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA II SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF:

IMKO-AB-LG-PCB

1 June 2006

AREA II COMMAND POLICY #4-3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy for Accountability of Property Issued to Hand Receipt Holders

1. REFERENCES.

- a. DA PAM 710-2-1, Chapter 4, Para 4-1, Chapter 5, Para 5-1, 5-3, 5-4, 5-7, and Chapter 6, Para 6-1 thru 6-2.
- b. AR 710-2 Chapter 2, Para 2-5 and 2-10.
- c. AR 735-5, Chapter 2, Para 2-1, 2-8 and Chapter 7, Para 7-5, 7-6, and 7-7.
- d. IMA KORO Frago 05-XX.
- e. 8<sup>th</sup> Army Memo, dated 8 Feb 2002, Subj: Accountability of the Government Purchase Card (GPC) Items.

2. PURPOSE. The purpose of this policy is to establish accounting procedures for Government Property issued to Commanders and designated Primary Hand Receipt Holders from the Area II Support Activity, Property Control Branch.

3. APPLICABILITY. This policy applies to all Commanders, Activity Chief's/Supervisors and appointed Hand Receipt Holders supported by Property Control Branch, Area II Support Activity.

4. GENERAL. All Company Commanders (MTOE/TDA), Activity Chief's/Supervisors and appointed Primary Hand Receipt Holders (TDA), must understand that responsibility is the obligation of an individual to ensure Government property and funds entrusted to his or her possession are properly used, cared for and that proper custody and safekeeping are provided. Responsibility results not only from the possession of the property, but is inherent at all levels of responsible positions. This includes command, supervisory, direct, custodial and personal.

## POLICY LETTER #4-3 (CONT.)

IMKO-AB-LG-PCB

SUBJECT: Command Policy for Accountability of Property Issued to Hand F  
Holders

a. Command responsibility is inherent in command and can not be deleg evidenced by the assignment to a Command position at any level. Comman responsibilities include:

(1) Ensuring the security of all property of the Command, whether in u storage.

(2) Observing subordinates to ensure their activities contribute to the custody, care, use, and safekeeping of all property within the Command.

(3) Enforcing all security, safety and accounting requirements.

(4) Taking administrative or disciplinary measures when necessary.

b. Supervisory responsibility is the obligation of a supervisor to ensure all Government property issued to or used by his/her subordinates is properly u cared for, and proper custody and safekeeping are provided. It is not conting signed receipts, or responsibility statements and cannot be delegated. Supe responsibilities include:

(1) Providing proper direction and guidance while enforcing security, s accountability requirements.

(2) Maintaining a supervisory climate that facilitate and ensures the pr and use of Government property.

c. Direct responsibility is the obligation of a person to ensure all Govern property for which he or she has receipted, is properly used and cared for, at custody and safekeeping are provided. Direct responsibility results from assi an accountable officer, receipt of formal written delegation.

d. Custodial responsibility (Supply Sergeant) is the obligation of an indivi property in storage awaiting issue or turn-in to exercise reasonable and prudi to properly care for, and ensure proper custody and safekeeping of the prop provided. Custodial responsibility results from assignment as a Supply Sergi Supply Technician, Supply Clerk or Warehouse Specialist and is rated by, ar answerable directly to the accountable officer or individual having direct resp for the property. Custodial responsibilities include:



POLICY LETTER #4-3 (CONT.)

IMKO-AB-LG-PCB

SUBJECT: Command Policy for Accountability of Property Issued to Hand Receipt Holders

(1) Ensuring the security of all property stored within the supply room and storage annexes belonging to the supply section or Supply Support Activity (SSA) is adequate.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, and safekeeping of all property within the supply section and storage annexes belonging to the supply section or SSA.

(3) Enforcing all security, safety and accounting requirements.

(4) When unable to enforce any of these, report the problem(s) to their immediate supervisor.

e. Personal responsibility is the obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her physical possession. This responsibility is an obligation with or without a signed hand receipt.

5. REFERENCES. "1.e." above states that, formal property book records will be maintained for property with a unit cost of \$300 or more, and expendable property authorized by Tables of Organization and Equipment (TOE), Modified Tables of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA). This includes Common Tables of Allowance (CTA) deployable property, and/or special authorized organizational property, i.e. pilferable items such as digital readers, cameras, printers, etc.

a. Information Management Processing Equipment (IMPE), Automated Data Processing Equipment (ADPE) and Audio Visual Equipment, including COTS (Commercial Off The Shelf) will be accounted for on the property book due to the nature of the items and the many public laws requiring accountability, visibility, control, reporting and re-use of IMPE/ADPE.

b. IMPE/ADPE that are listed below, which are purchased with a Government Purchase Card (GPC), will be accounted for on the property book:

- (1) Hand Held (Palm) Units (All Models)
- (2) Notebook (Laptop) and Computer Systems
- (3) All Printers (Laser/Dot Matrix)

POLICY LETTER #4-3 (CONT.)

IMKO-AB-LG-PCB

SUBJECT: Command Policy for Accountability of Property Issued to Hand Receipt Holders

- (4) Digital and Nondigital Cameras
- (5) Digital and Nondigital Video Equipment
- (6) Projection systems (Portable/Nonportable)
- (7) Flat Bed Scanners and Hand Held Scanners
- (8) Televisions/VCR/DVD

c. Formal property book records are not required for property with a unit cost of \$5,000 or less for Industrial Operations Command (IOC) exclusively fabricated items used in depot rebuild programs and all CTA 50-909, except Para 5. a. & b.

d. Durable property on the items listed below will be monitored by the PBO/Commander, or Chief of the Activity. Annually, the Commander or Chief of the Activity will conduct a management review of all the on hand durable items within the items listed below, to determine whether there are any indications of any missing items, or whether there are any indications of fraud, waste or abuse. Anytime there are indications of lost, damaged (beyond fair, wear and tear) or destroyed property, the Commander or Activity Chief will initiate a Financial Liability Investigation of Property Loss (FLIOP) report IAW AR 735-5. The Commander or Activity Chief will document that a management review of durable property was conducted, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared in the form of a memorandum for record in duplicate. This Command and Area II Support Activity will maintain property accountability through the use of Durable Hand Receipts (DA Form 2062) for the following Durable Items (Less than \$5,000.00):

- (1) Exercising Machines
- (2) Piano and Sound Equipment (Musical Instruments)
- (3) CONEX Containers
- (4) Food Service Equipment
- (5) Typewriters
- (6) Calculators (More than \$200.00)
- (7) Rental or Leased Equipment (Less than \$5,000)

## POLICY LETTER #4-3 (CONT.)

IMKO-AB-LG-PCB

SUBJECT: Command Policy for Accountability of Property Issued to Hand Receipt Holders

(8) Audio Visual Information (TV, Camera, etc. Less than \$300.00)

(9) Refrigerators, Microwaves, Ovens and Washing Machines

(10) Laundry and Dry Cleaning Equipment

(11) Tools (over \$50.00 but less than \$300.00), AR 735-5, para 7-6

(12) ARC of "D" (Durable) in the AMDF contained in FEDLOG

(13) Cellular Phones, Pagers and Radios

(14) Software (More than \$200.00)

(15) Paper Shredder Machines

(16) Nonconsumable Supply Class VIII Items as limited by AR 40-61, and not otherwise coded with an ARC of "N" (Nonexpendable) in the AMDF contained in FEDLOG

(17) Filing Cabinet Heavy Duty (Safe)

(18) PCB specified or directed accountable equipment

e. The Commander or Primary Hand Receipt Holder will ensure the use of DA Form 2062 is utilized as an informal property book record to maintain accountability of Office Furniture, Miscellaneous Furniture and Fixtures.

f. Inventory Listing can be developed using a DA Form 2062 and maintained with Hand Receipt Records.

### 6. REQUIREMENTS.

a. Appointing Authority or Primary Hand Receipt Holder will designate a Temporary Hand Receipt Holder if the Hand Receipt Holder is absent for more than 30 days, e.g., TDY, leave status, emergency leave, hospitalization or extended detached duty. A joint inventory must be conducted prior to departure and upon return. The Primary Hand Receipt Holder must ensure that his or her Commander or Appointing Authority notifies the PCB of the appointment, in writing, of the Temporary Hand Receipt Holder in the interim.



## POLICY LETTER #4-3 (CONT.)

IMKO-AB-LG-PCB

SUBJECT: Command Policy for Accountability of Property Issued to Hand Receipt Holders

b. Primary Hand Receipt Holders will accomplish the following:

(1) Read, understand, and comply with all stated references in Para "1" above and this policy letter.

(2) Sub-hand receipt all property down to the lowest level user. A copy of the sub-hand receipts will be maintained on file with the Primary Hand Receipt Holder.

(a) Ensure all change documents are posted.

(b) Ensure shortage annexes are updated.

(c) Ensure appointment orders are signed by Appointing Authority.

(3) Installation Property Primary Hand Receipt Holders will conduct a 100% semiannual property update in conjunction with the required Hand Receipt update. The Property Control Branch will provide a Cyclic Inventory Listing (PBUSE print out ALV-85) for Organization Property and Defense Property Accountability System (DPAS) Report DPTD222R for Installation Property. All discrepancies identified during these inventories must be reported to your respective Property Book Team prior to signing the Cyclic Inventory Listing of the accompanying memorandum.

(4) Organization/Installation Property Hand Receipt Holders will conduct 10% monthly cyclic inventories. PBO will make monthly notifications of the required LIN's to be inventoried.

(5) Conduct a 100% joint inventory 60 days prior to DEROS.

(6) Units deploying will conduct two 100% inventories. A Task Force/Rear Detachment Inventory and a Deployment Inventory. Change of Hand Receipt Holder inventories will be completed and verified by the next higher Commander/Supervisor before the new Hand Receipt Holder assumes duties or outgoing Hand Receipt Holder departs.

The Task Force/Rear Detachment Inventory is required whenever a Hand Receipt is split into more than one Hand Receipt (each to be signed by different individuals) to accommodate Task Forces/Deploying Units with Rear Detachments or when two or more Hand Receipts are combined IAW Interim Change to AR 710-2, dtg 22 Nov 05.

(7) Clear the Property Control Branch, Bldg #2720 prior to departure.

POLICY LETTER #4-3 (CONT.)

IMKO-AB-LG-PCB

SUBJECT: Command Policy for Accountability of Property Issued to Hand Receipt Holders

7. Points of contact are Mr. Ron Padgett (PCB Chief), 723-3949, Mr. Stephen F. Kang (IPBO), 723-8451, Mr. Efrain Peña (OPBO), 723-7956 or SFC Stevens (PCB NCOIC), 723-7939.



RONALD C. STEPHENS  
COL, SC  
Commanding

DISTRIBUTION: B

## APPENDIX 1

### PROPERTY CONTROL BRANCH ORGANIZATION

1. Office Symbols Property Control Branch IMKO-AB-LG-PCB
2. Telephone Numbers
  - a. Property Control Branch:

Chief	723-3949
NCOIC	723-7939
KN Supervisor	723-7921
Accounting Tech	723-6142
PR&C Tech	723-8011
POL Tech	723-8003
  - b. Area II Support Activity Property Book Office:

IPBO/OPBO	723-8451
PB NCO	723-7900
  - c. 8<sup>th</sup> U.S. Army Property Book Office:

PBO	723-7956
PB NCO	723-7939
  - d. Warehouse:

WHSE Supv/Repair/DX Rep	723-3541
Turn-In DRMO	723-8733/5707
- (1) 8TH U.S. ARMY Units:

TEAM #1 MTOE/TDA (ORGN)	
Supply Tech	723-7999
Supply Clk	723-8012
Supply Clk	723-7956
- (2) Area II SA:

TEAM #2 MTOE/TDA (ORGN)	
Supply Tech	723-6602
Supply Clk	723-8010
- (3) Area II Support Activity IPBO Team:

IPBO Tech	723-8003
PBO Team #1&#2	723-7904/7411
PBO Team #3&#4	723-7950/7135

APPENDIX 2  
LIST OF UNITS THAT PCB MAINTAIN PROPERTY BOOKS (As Of: 8 Jun 06)

Orders# Assigned		UNIT	UIC/DODAAC	TYPE PB	MTOE/TDA#	
124-19	1	HHC, Eighth U. S. Army Svc Comp Cmd	WNDEX1/WT4KAL	MTOE	51001AP8M1	Trp Cmd
None	2.	HHC, Eighth U.S. Army Augmentation	WNDE99/WT4GDL	TDA	P8WNDE99	Trp Cmd
27-4	3.	USA Trp Cmd	W4QCAA/W81RNG	TDA	P8W4QCAA	Trp Cmd
185-3	4.	8th U.S. Army Honor Guard Co.	W07PAA/WT4KA0	TDA	P8W07PAA	Trp Cmd
185-4	5.	33rd Engr Det	WBDVAA/W81F2W	MTOE	05540LP801	Trp Cmd
185-4	6.	85th Engr Det	WBDXAA/W81F2Y	MTOE	05540LP803	Trp Cmd
165-4	7.	718 <sup>th</sup> Ord Co, EOD	WB58AA/WT4F0C	MTOE	09447LP801	Trp Cmd
299-1	8.	3 <sup>rd</sup> BCD	WHP9AA/W81LJ9	MTOE	06602AP801	Trp Cmd
166-6	9.	Special Ops (SOTSE)	W0GKC1/W813YM	TDA	SPW0GKAA	Trp Cmd
None	10.	USA Combat Spt TM#3	W4ENAA/W80A12	TDA	P8W4ENAA	Trp Cmd
185-3	11.	USA ADA Liaison TM-K	W4GMAA/W80YR6	TDA	P8W4GMAA	Trp Cmd
	11A	(8th U.S. Army ADA C2 Element)	(W4GM01/W80YR6)	(TDA)	(P8W4GMAA)	Trp Cmd
185-4	12.	USA Legal Svc Acty-K	W4GJAA/W80NR9	TDA	P8W4GJAA	Trp Cmd
*	13.	8th U.S. Army NCO Academy	W29VAA/WT4F7S	TDA	P8W29VAA	Trp Cmd
185-4	14.	38th Chem Det-K	WA9HAA/WT4KAQ	MTOE	03579LP801	Trp Cmd
*	15.	Contracting Cmd-K (CCK)	W6BWAA/W91QVN	TDA	P8WBWAA	Trp Cmd
*	16.	UNCSB-JSA	W1ABAA/WT4GB5	TDA	P8W1ABAA	Trp Cmd
*	17.	HHC, 8 <sup>th</sup> PERSCOM	WHP699/W91SUR	TDA	P8WHP699	Trp Cmd
*	18.	U.S. Army Religious Retreat Ctr.	W30ZAA/WT4F6A	TDA	P8W30ZAA	IMCOM-K
185-6	19.	USA Forces Claims Svc-K	W30YAA/WT4KAT	TDA	P8W30YAA	IMCOM-K
216-1	20.	Tango Security Force	W46XAA/W908UN	TDA	P8W46XAA	IMCOM-K
*	21	IMCOM	W6BKAA/W91PR5	TDA	P8W6BKAA	IMCOM-K
*	22.	Area II Support Activity	W6B0AA/W807YL	TDA	P8W6B0AA	IMCOM-K
*	23.	Area II Support Activity	W6B0AA/W807YL	INST	CTA 50-909	IMCOM-K

The Area II Supt Acty TDA consists of the following Sections with a DODAAC:

TISA, Area II Spt Acty	W6B0AA/WT4KEH	INS CODE
Mov Br, Area II Spt Acty	W6B0AA/W81LYE	Trp Cmd = 98K
CL IX, Area II Spt Acty	W6B0AA/W90ERE	IMCOM-K = 98D
HQ Area II /ULLS-S4	W6B0AA/W90ROJ	
AUG, Area II Gas Station	W6B0AA/W91AE5	

\* We do not have order number

## APPENDIX 3

### LIST OF PBUSE REPORTS AND FREQUENCIES

<u>PROD CONT NUMBER</u>	<u>TITLE OF PRINTOUT</u>	<u>FREQUENCY</u>
a. DPTK032R	** HAND RECEIPT LISTING	SEMIANNUALLY

This printout lists all equipment issued to the Commander/hand receipt holder from the Property Control Branch, Area II Support Activity. It is required to be updated every six months or change of Cdr/PHRH inventory. The Cdr/PHRH will make an appointment with the PB teams to sign the listing on the date specified. (See Appendix 33/34). The AL\_ 142 and AL\_ 143 print outs can give the document numbers to support all entries on the hand receipt; Cdr/PHRH should be able to cite document numbers in question when making challenges to the quantity on hand or serial numbers listed on the hand receipt.

b. RPT-3	PARENT LEVEL PROPERTY LISTING	UPON REQUEST
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This listing is used primarily by the hand receipt holder for asset visibility of all units within AREA II SA for a particular category of items such as all ammunition, subsistence, TDA items, etc.

c. RPT-2	** EXPLOSIVES AND HAZARDOUS ITEM INVENTORY LISTING	MONTHLY
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This list contains all items with a Controlled Item Inventory Code of 2,3,4, for explosives and hazardous items IAW, DA Pam 710-2-1 Chapter 9. These items are extracted automatically when this monthly process is run. This list must be inventoried and signed by the Cdr/PHRH, and the original signed copy returned to the PB teams by the last working day of the month.

d. RPT-2	** SENSITIVE ITEM INVENTORY LISTING	QUARTERLY
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This list contains all items with a Controlled Item Inventory Code (CIIC) for sensitive items in accordance with, DA Pam 710-2-1 Chapter 9. These items are extracted automatically when this quarterly process is run. The list must be inventoried and signed by the Cdr/PHRH, and the original signed copy returned to the PB teams by the last working day of the month.

e. RPT-2	** CONTROLLED CRYPTOGRAPHIC ITEMS INVENTORY LISTING	QUARTERLY
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This list contains all items with a CIIC of 9. This inventory is explained in para DA Pam 710-2-1 Chapter 9. These items are extracted automatically when this quarterly process is run. The list must be inventoried and signed by the Cdr/PHRH, and the original signed copy returned to the PB teams by the last working day of the month.



### APPENDIX 3 (CONT'D)

<u>PROD CONT NUMBER</u>	<u>TITLE OF PRINTOUT</u>	<u>FREQUENCY</u>
f. RPT-6	CAPITAL EQUIPMENT LISTING	UPON REQUEST

This listing provides each commander/hand receipt holder with a total dollar value of the property that he/she is signed for from the PB teams, AREA II SA.

g. DPADIIR	DUE-IN LISTING	WEEKLY
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The listing is a list of all nonexpendable organizational items that are on order through the PB teams, AREA II SA. If a commander/hand receipt holder does not find an item listed on the printout that he/she believes is on order: IT IS NOT ON ORDER!

h. RPT-1 DPTK032R	** CYCLIC INVENTORY LISTING	MONTHLY or SEMIANNUALLY
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This list identifies the range of line item numbers to be inventoried every period. IAW DA Pam 710-2-1 Chapter 9, the officer responsible for property issued to a unit (primary hand receipt holder) will ensure the cyclic inventory is conducted and return the original signed copy to the PB teams, AREA II SA, by the last working day of the month. IAW para 9-7b (11) the name of the individual who conducted the inventory will be stated on the inventory.

\*\* These printouts are produced in three copies on the 15th of the month or the next working day and are sent out to each commander/hand receipt holder. The commander/hand receipt holder must return the signed original copy to the PB teams, AREA II SA by the last working day of the month.

## PBUSE CODES

### 1. Property Book Identification Codes (PBICs):

- 0 ADPE COMPONENT ITEMS (IPE)
- 1 BASIC LOAD MREs (CLASS I)
- 2 ORGANIZATIONAL CLOTHING INDIV EQUIP (OCIE)
- 3 BASIC LOAD POL (CLASS III)
- 4 TDA PROPERTY
- 5 BASIC LOAD AMMUNITION (CLASS V)
- 6 LEASE/RENTAL EQUIPMENT
- 7 INSTALLATION RESERVE EQUIPMENT
- 8 ORGANIZATION PROPERTY (DEPLOYABLE)
- 9 INSTALLATION PROPERTY (NONDEPLOYABLE)

### 2. PBUSE Property Adjustment Codes:

ZRL = LATERAL TRANSFER (G = GAIN or L = LOSS)  
ZRI = QUANTITY ADJUSTMENT (I = INCREASE or D = DECREASE)  
ZRG = ITEM SERIAL NUMBER ADJUSTMENT (NO CHANGE IN QTY)

### 3. Document Identifier Code (DIC)

a. Definition: The DIC identifies a given product (i.e., requisition, passing action, status card, receipt, and adjustment) to the system to which it pertains. It also identifies data as to its intended purpose and usage. This code enables the user to recognize the data and perform the operation indicated. When used with electronic computers, it enables the equipment to select the proper programs and mechanically assimilate and react to that data. (DIC unique to PBUSE are indicated by an asterisk below)

b. Usage: Transactions used in PBUSE.

#### c. Code   Code Definition

AC1	Request for cancellation - by requester.
AC2	Request for cancellation - by supplementary addressee.
AC3	Request for cancellation - by pos 54.
AC4	Request for cancellation - by pos 55.
AC5	Request for cancellation - by pos 56.
AE1	Supply status - To requisitioner (pos 30-35).
AE2	Supply status - To supplementary addressee (pos 45-50).
AE3	Supply status - To pos 54.
AE4	Supply status - To pos 55.
AE5	Supply status - To pos 56.
AFC	Request for follow-up (improved ESD).
AF1	Request for follow-up - by requisitioner (pos 30-35)
AF2	Request for follow-up - by supplementary addressee (pos 45-50)
AF3	Request for follow-up - by pos 54.
AF4	Request for follow-up - by pos 55.
AF5	Request for follow-up - by pos 56.
AK1	Follow-up on cancellation request - by requisitioner (pos 30-35).
AK2	Follow-up on cancellation request - by supplementary addressee (pos 45-50).
AK3	Follow-up to request for cancellation - by pos 54.
AK4	Follow-up to request for cancellation - by pos 55.
AK5	Follow-up to request for cancellation - by pos 56.
AMA	Document modifier - Domestic shipment with NSN/NATO Stock Number.

Code Code Definition

AMB Document modifier - Domestic shipment with part number.  
AMD Document modifier - Domestic shipment with other.  
AME Document modifier - Domestic shipment with exception data.  
AM1 Document modifier - Overseas shipment with NSN/NATO Stk Nr.  
AM2 Document modifier - Overseas shipment with part number.  
AM4 Document modifier - Overseas shipment with other.  
AM5 Document modifier - Overseas shipment with exception data.  
AS1 Shipment status - To requisitioner (pos 30-35).  
AS2 Shipment status - To supplementary addressee (pos 45-50).  
AS3 Shipment status - To pos 54.  
AS4 Shipment status - To pos 55.  
AS5 Shipment status - To pos 56.  
ATA Follow-up - Domestic shipment with NSN/NATO Stock Number.  
ATB Follow-up - Domestic shipment with part number.  
ATD Follow-up - Domestic shipment with other.  
ATE Follow-up - Domestic shipment with exception data.  
ATR\* Adverse Status Reversal  
AT1 Follow-up - For overseas shipment with NSN/NATO Stk Nr.  
AT2 Follow-up - For overseas shipment with part number.  
AT4 Follow-up - For overseas shipment with other.  
AT5 Follow-up - For overseas shipment with exception data.  
AU1 Reply to cancellation request - Shipment status to requester (pos 30-35).  
AU2 Reply to cancellation request - Shipment status to supplementary addressee (pos 45-50).  
AU3 Reply to cancellation request - Shipment status to pos 54.  
AU4 Reply to cancellation request - Shipment status to pos 55.  
AU5 Reply to cancellation request - Shipment status to pos 56.  
AOA Requisition - For domestic shipment with NSN/NATO Stk Nr.  
AOB Requisition - For domestic shipment with part number.  
AOD Requisition - For domestic shipment with other.  
AOE Requisition - For domestic shipment with exception data.  
AO1 Requisition - For overseas shipment with NSN/NATO Stk Nr.  
AO2 Requisition - For overseas shipment with part number.  
AO4 Requisition - For overseas shipment with other.  
A05 Requisition - For overseas shipment with exception data.  
D6S Materiel receipt acknowledgment from requisitioner.  
ZRA\* Multiple ETC Transaction.  
ZRB\* NSLIN catalog header.  
ZRC\* NSN/MCN catalog.  
ZRD\* MCN/NSN change.  
ZRE\* Unit header.  
ZRF\* Unit transfer.  
ZRG\* Serial/registration/lot number update.  
ZRH\* Request for hand receipt.  
ZRI\* Asset adjustment.  
ZRL\* Lateral transfer.  
ZRN\* Authorization data update.  
ZRV\* SUBUIC assignment update.  
ZRW\* UIC change.  
ZRZ\* ABF and THF update.

\* DIC that is applicable to PBUSE only.

## APPENDIX 5

### REFERENCES (Publications)

AR 15-6	Procedures for Investigating Officers and Boards of Officers
AR 25-400-2	The Army Information Management System (ARIMS)
AR 30-1	The Army Food Service Program
AR 30-18	Army Troop Issue Subsistence Activity Operating Procedures
AR 71-32	Force Development and Documentation Consolidated Policies
AR 190-11	Physical Security of Weapons, Arms, and Explosives
AR 310-2	Identification and Distribution of DA Publications and Issue of Agency and Command administrative Publications
AR 340-4	Files Equipment
AR 340-22	Army Micrographics Program
AR 380-380	Automation Security
AR 700-84	Issue and Sale of Personal Clothing
AR 700-131	Loan and Lease of Army Materiel
AR 708-1	Logistic Management Data and Cataloging of Supplies and Equipment
AR 710-1	Centralized Inventory Management of the Army Supply System
AR 710-2	Inventory Management Supply Policy Below the Wholesale level
AR 710-3	Asset and Transaction Reporting System
AR 725-50	Requisitioning, Receipt, and Issue System
AR 735-5	Policies and Procedures for Property Accountability
AR 735-11-2	Reporting of Supply Discrepancies
AR 735-17	Accounting for Library Materials
AR 735-72	Accounting for Industrial Property and Equipment in Place
AR 740-26	Physical Inventory Control.
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

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### APPENDIX 5 (CONT'D)

8th U.S. Army Reg 25-1	Information Management Policy and Procedures Guide for CAPR
USFK Reg 690-11	Civilian Personnel Mobilization Planning and Execution
USFK Reg 715-2	Local Contracting for Supplies, Services, and Construction
8th U.S. Army Reg 37-1	Budget Formulation, Execution, and Review
8th U.S. Army Reg 350-5	Eighth US Army Logistics Training Program
8th U.S. Army Reg 600-2	Republic of Korea Army Personnel with the United States Army
8th U.S. Army Reg 670-10	Uniform Allowances Korean National Direct-Hire Employees
8th U.S. Army Reg 725-360	Nuclear, Biological, and Chemical Equipment in Eighth United States Army
8th U.S. Army Suppl 11-1	Command Logistics Review Program (CLRP)
8th U.S. Army Suppl 11-7	Internal Review
8th U.S. Army Suppl 30-1	The Army Food Service Program
8th U.S. Army Suppl 55-1	CONEX/MILVAN Equipment Control, Utilization, and Reporting
8th U.S. Army Suppl 670-1	Wear and Appearance of Army Uniforms and Insignia
8th U.S. Army Suppl 755-3	Recovery and Utilization of Precious Metals
8th U.S. Army Memo 740-1	8th U.S. Army Storage Management Policy for US Prepositioned War Reserve Materiel Stocks, War Reserve Stocks for Allies, Operational Project Stocks, and Decrement Stocks
8th U.S. Army Memo 755-1	DOD Scrap Recycling Program for Eighth United States Army
CTA 50-900	Clothing and Individual Equipment (Active Army, Reserve Component, and DA Civilian Employees)
CTA 50-909	Field and Garrison Furnishings and Equipment
CTA 50-970	Expendable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items).
DA PAM 380-42-2	Security Standards for Controlled Cryptographic Items (CCI)
DA Pam 385-3	Protective Clothing and Equipment

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#### APPENDIX 5 (CONT'D)

DA Pam 710-2-1	Using Unit Supply System (Manual Procedures)
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DA Pam 738-750	The Army Maintenance Management System (TAMMS)
FM 10-27-4	Unit Supply Operations
FM 19-30	Physical Security
SB 700-20	Army Adopted/Other Items Selected for Authorization/ List of Reportable Items
TM 38-L19-1	Functional End Users Manual for Standard Army Retail Supply System (SARSS)
AIS manual GCSS-A/T-PBUSE EM	Property Book Unit Supply Enhanced (PBUSE) Module end users Manual
ARMYLOG	Army Logistics Data (on CD)
FEDLOG	Federal Catalog and ARMS Data (on CD)

DA Form 1687	Notice of Delegation of Authority - Receipt for Supplies
DA Form 2028	Recommended Changes to Publications and Blank Forms
DA Form 2062	Hand Receipt/Annex Number
DA Form 2404	Equipment Inspection and Maintenance Worksheet
DA Form 2407	Maintenance Request
DA Form 2765-1	Request for Issue or Turn-in
DA Form 3161	Request for Issue or Turn-in/Lateral Transfer
DA Form 3161-1	Request for Issue or Turn-in (Continuation Sheet)
DA Form 3953	Purchase Request and Commitment (PR&C)
DA Form 4610-R	Equipment Changes in MTOE/TDA
DA Form 7531	Tracking document for Financial Liability Investigation of Property Loss
DD Form 200	Financial Liability Investigation of Property Loss
DA Form 4949	Administrative Adjustment Report (AAR)
DD Form 250	Material Inspection and Receiving Property
DD Form 362	Statement of Charges/Cash Collection Vouchers
DD Form 1155	Order for Supplies and Services
DD Form 1348-1	DOD Single Line Item Release
DD Form 1348-6	Non-NSN Requisition (Manual (Long-Form))
DD Form 448	Military Interdepartmental Purchase Request
SF 120	Report of Excess Personal Property

**APPENDIX 7  
DO'S FOR HAND RECEIPT HOLDERS**

1. Ensure that the Property Control Branch (PCB) is notified of change of appointing authority or responsible officer in a timely manner.
2. Ensure that the outgoing/incoming hand receipt holders jointly inventory the unit/section property. In the event the responsible officer is not available or has departed, insist that a disinterested officer be appointed to represent him/her. Ensure the unit/section supply sergeant is personally informed that all transactions must be posted to the hand receipt prior to initiating the inventory.
3. Require that the unit/section supply sergeant and outgoing responsible officer furnish copies of outstanding temporary hand receipts (Turn-in/Issue) of property loaned to/from the unit/section. Require that all outstanding temporary hand receipts be renewed.
4. Verify the validity of pending DA Form 2407 (Maintenance Request) with the pertinent maintenance support activities.
5. Brief all subhand receipt holders of the importance of accurate accountability and the layout of their equipment for inventory purposes. Ensure that vehicles with OVE are displayed, crew served weapons have all basic issue items, tool sets/kits opened and complete with components, and ensure that up to date technical manuals and supply catalogs identifying pertinent basic issue items and components are available with the equipment.
6. Ensure that equipment found unserviceable during the inventory are immediately classified. If other than fair, wear, and tear, prompt action is initiated to fix or relieve responsibility for the damage IAW AR 735-5.
7. Ensure that, if required, you are assisted by qualified technical personnel.
8. Ensure that all excess equipment or supplies discovered during the inventory are secured and reported to the PCB for disposition accountability after inventory and update.
9. Ensure that shortages for expendable components are on a valid requisition by verification of document number with the PCB document register.
10. Ensure that nonexpendable components missing are on valid shortage annexes and are initialed and dated by the PBO.
11. Ensure that all nonexpendable components and controlled items, (i.e., durable items) discovered short during the inventory are placed on relief of responsibility documents IAW AR 735-5.
12. Ensure that your copy of the hand receipt is identical to and verified with the original maintained by the PBO.
13. Ensure that discrepancies noted between your copy of the hand receipt and that of the PBO's are immediately resolved.
14. Ensure that items of clothing and equipment appearing on your hand receipt are physically inventoried. Do not use clothing records.
15. Ensure that a new "Notice of Delegation of Authority-Receipt for Supplies" (DA Form 1687) is submitted to PCB.
16. Ensure that your designated supply representative maintains transactions that occur and are posted (in pencil only) to your copy of the hand receipt.
17. Label property in an inconspicuous, standard place for easy identification.



## **DON'TS FOR HAND RECEIPT HOLDERS**

1. Do not delegate physical inventory actions, this is your personal responsibility and insurance against future pecuniary liability.
2. Do not forget to conduct your monthly hazardous items, quarterly sensitive items, and monthly 10% cyclic inventories. If the PHRH is unable to conduct these inventories when required, the PHRH appointing authority will appoint another individual on memorandum, describing circumstance to conduct the inventory.
3. Do not accept temporary hand receipts from your predecessor for shortages found during inventory.
4. Do not delay the inventory process past the allotted time (30 days) unless an extension is obtained by the commander making the appointment.
5. Do not delay initiating relief documents IAW AR 735-5 when a loss, damage, or destruction of property is evident.
6. Do not allow sale, gift, loan or exchange of government property, unless specifically authorized by law, regulations, or other directives issued by DA.
7. Do not allow temporary hand receipts for property to remain outstanding any longer than required to benefit operations and no longer than six month before they are renewed or property turned-in.
8. Do not allow government property to be released without fixing responsibility by means of a hand receipt or sign-out register.
9. Do not allow accumulation of excess equipment and supplies.
10. Do not delay repair and/or serviceability classification of equipment. Request action promptly for shortages.
11. Do not misuse "Priority Designator" when requisitioning.
12. Do not delay equipment/supplies pickup when ready for issue.
13. Do not sign or allow authorized representatives to sign for incomplete or unidentifiable equipment. Refer to technical manuals and other pertinent supply publications for identification.
14. Do not hesitate to call your property book section at 723-6604 if a situation should arise where you need assistance.

## FREQUENTLY USED ARIMS FILE NUMBERS

<u>FILE NO</u>	<u>FILE NAME</u>	<u>APPLICATION</u>
310-31a	TDA, CTA, and TAADS Files	(TDA, MTOE, JTA, MTDA File)
310-34a	Materiel Allowances	(TDA, MTOE, BOI File)
310-34b	Equipment Tables	(Requests to exceed or change authorized allowances)
310-34c	Supply or equipment authorizations	
700	General Logistics Correspondence Files	
700-22c	Ammunition Inspection Reports	(Inspection Reports)
700-131a	Equipment Loans	(Temporary Loans)
710	General Inventory Management Correspondence File	
710-2c	Hand Receipt Files	(Hand Receipt and Subhand Receipt File)
710-2f	Personal Property Accounting Files	(AWOL, Deserter, Sick Soldier File)
710-2g	Soldier Issue Files	(Clothing Files)
710-2l	Access Controls	(Key Control Register)
710-2m	Receipting Authority Files	(DA Form 1687)
710-2u	Administrative Adjustment Reporting Files	(AAR File)
725	General Requisition and Issue of Supplies and Equipment Correspondence Files	
725-50j	Requisition Reference	(Reference File for Open Requests)
735	General Property Accountability, Correspondence Files	
735-5e	Property Accountability Transfer File	(Lateral Transfer File)
735-5e	Financial Liability Investigation of Property Loss Files	
	(Financial Liability Investigation of Property Loss File)	
738	General Maintenance Management Correspondence Files	
738-750a	Maintenance Request Files	
738-750e	Equipment Inspection and Maintenance Worksheet Files	

# Property Control Branch Customer Satisfaction Survey

Today's DATE: \_\_\_\_\_

Please take time to fill out this survey so that we might understand ways to better serve you. Once complete place the survey in the comment box located on the front desk near the front door. Feel free to use our ICE Terminal as well.

1. What was the purpose of your visit?

Issue ☐ Turn-In ☐ Lateral Transfer ☐ PR&C ☐ Update H/R ☐ VIL issue ☐ Other ☐ (specify) \_\_\_\_\_

2. How would you rate the service and the courtesy of the Property Control Branch (PCB) personnel?

Excellent ☐                      Good ☐                      Fair ☐                      Poor ☐

3. How would you rate the quality of the service the PCB provided?

Excellent ☐                      Good ☐                      Fair ☐                      Poor ☐

4. Was the service completed in a timely and efficient manner? Yes ☐ or No ☐

5. Are there any additional comments or remarks that you would like to make to help us better serve you?

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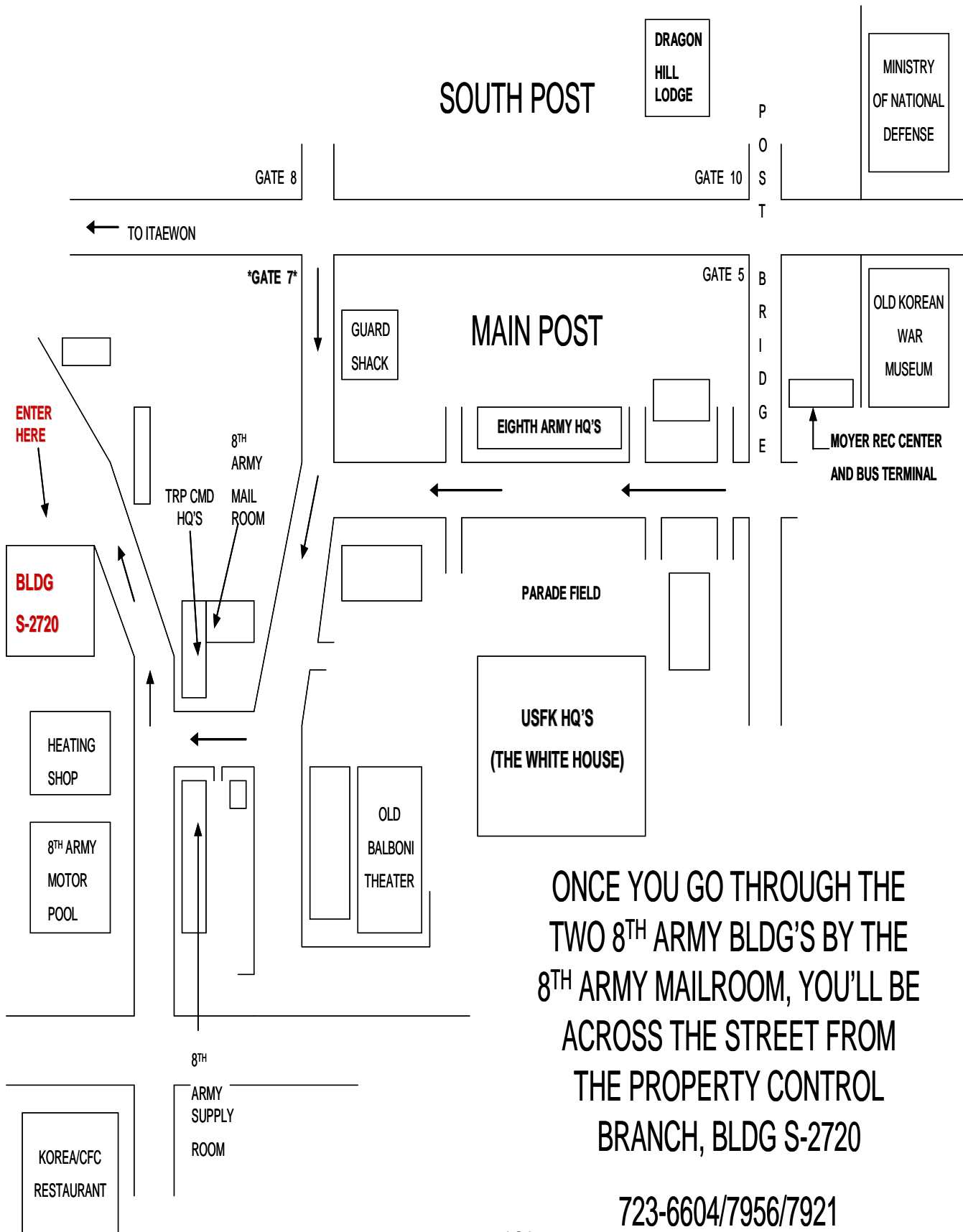
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6. What is your overall satisfaction rating for the PCB? Satisfied ☐                      Unsatisfied ☐

7. If you would like to be contacted for feedback from our staff, please leave your name, unit, telephone # or email address (optional). \_\_\_\_\_

## APPENDIX 10

### Directions to the Property Control Branch



## GLOSSARY

### Abbreviations

ARIMS	The Army Information Management System
ASA	Area Support Activity
CAPR	Capability Purchase Request
CBS-X	Continuing Balance System Expanded
CCI	Controlled Cryptographic Items
CDR	Commander
COR	Contract Officer Representative
CP	Camp
CTA	Common Table of Allowances
DODAAC	Department of Defense Activity Address Code
DOL	Directorate of Logistics
DRMO	Defense Re-utilization and Marketing Office
DUIC	Derivative Unit Identification Code
EUSA	Eighth U.S. Army
IOPL	Financial Liability Investigation of Property Loss
FWT	Fair, Wear, and Tear
HR	Hand Receipt
HRH	Hand Receipt Holder
IAW	In Accordance With
FLIPL	Investigation of Property Loss
IMCOM-K	Installation Management Command-Korea
IMPAC	International Merchant Purchase Authorization Card
IPE	Information Processing Equipment
JTA	Joint Table of Allowances
KO	Contracting Officer
LAO	Loan Agreement Officer
LIN	Line Item Number
LOGSA	Logistics Support Activity
MIPR	Military Interdepartmental Purchase Request
MMC	Materiel Management Center
MTOE	Modified Table of Organizational Equipment
NIIN	National Item Identification Number
NLT	No Later Than
NSN	National Stock Number
O/H	On Hand
PBO	Property Book Officer
PBUSE	Property Book Unit Supply Enhanced
PCB	Property Control Branch
PD	Priority Designator
PHRH	Primary Hand Receipt Holder
PMCS	Preventive Maintenance Checks and Services
PR&C	Purchase Request and Contract
RMO	Resource Management Office
SSA	Supply Support Activity
SHR	Subhand Receipt

## **GLOSSARY(cont.)**

SHRH	Subhand Receipt Holder
SOD	Support Operations Directorate
SOP	Standing Operating Procedure
SOS	Source of Supply
SSSC	Self-Service Supply Center
TDA	Table of Distribution and Allowances
T/I	Technical Inspection
T-I	Turn-In
TLO	Temporary Loan Officer
TM	Technical Manual
UIC	Unit Identification Code
USG	U.S. Government